

JOB DESCRIPTION SEVENTH/EIGHTH TEACHER

I. POSITION SUMMARY

The St. Louis Catholic School Teacher is a person of faith and prayer who gives witness to the gospel by his/her speech, actions and attitudes. The teacher is a community builder, a leader in Christian service, and is an active participant in the worshipping community. It is the role of the Catholic School Teacher to provide a Christian environment where each child can experience learning and living fully integrated in the light of faith.

The teacher conducts, under the supervision of the school principal, a program of education for students in the seventh and eighth grade levels in accordance with the stated philosophy and objectives of the diocese and of Catholic schools in general and St. Louis Catholic School in particular.

The seventh and eighth grade teacher plans, lectures, and demonstrates; motivates and involves students in activities; conducts periodic evaluations; counsels pupils as needed; discusses academic and social progress with parents; keeps required records; participates in professional activities of the school and in-service programs; performs extra-curricular duties related to this position and other duties as may be assigned.

II. RESPONSIBILITIES

- A. Performs assigned duties and makes decisions which support the school's philosophy, mission, objectives and school policy.
- B. Exhibits loyalty in all working relationships with parents, the pastor, and other contacts.
- C. Respects and maintains the confidentiality of personal and restricted information regarding students, faculty and school.
- D. Knows and understands fire and safety regulations and encourages the students in safe practices and good health.
- E. Makes an effort to detect conditions that hinder the growth and development of the child.
- F. Assumes responsibility for materials used in the classroom or school facility as well as the proper appearance and cleanliness of the classroom and other areas of the school as assigned.

G. Supervises (at all times) students assigned to him/her by the principal.

H. Maintains appropriate class discipline.

///. QUALIFICATIONS

A. Personal

1. Understands, enjoys, and is sensitive to the needs of this age group.
2. Exhibits kindness, patience, good judgment and Christian conduct.
3. Maintains a professional appearance and uses appropriate communication skills.

B. Professional

1. Possesses a Bachelor's Degree and State Licensure.
2. Possesses a competence in his or her field and maintains this through further education and in-service training.

IV. RELATIONSHIPS

A. Is directly responsible to the principal in all school-related activities.

B. Works cooperatively with other faculty members, school staff, pastor, parents, and with the representatives of the diocesan Office for Catholic Education.

C. Instructs, guides, and motivates his/her students.

V. WORKING CONDITIONS

A. Spends additional time, other than teaching time, planning work, preparing material, having conferences with parents, meeting with school supervisors and other professional activities

B. Has access to varied instructional materials and equipment.

- C. Teaches school approximately nine months with holidays and vacations scheduled.
- D. Is paid and insured according to diocesan policies.

VI. DUTIES

- A. Is expected to be in the school building by 7:45 a.m. until 4:00 p.m. Monday through Thursday. The teacher is expected to be in the building by 7:45 a.m. on Friday and is free to leave after dismissal duties on Friday afternoon.
- B. Prepares teaching materials and uses available teaching aids in presenting subject matter.
- C. Prepares, administers and conducts assessments and tests and records results.
- D. Explains subject matter, makes assignments, corrects papers, and hears oral presentations.
- E. Maintains an attractive classroom that shows evidence of a progressive program in academic, social, and manipulative skills as well as religious education.
- F. Maintains orderly conduct and promotes self-discipline among the students.
- G. Evaluates the learning capabilities of the students in relation to the subject matter and determines the method, amount, complexity and kind of instruction which will achieve maximum progress.
- H. Counsels students, discusses students' academic and behavioral difficulties with parents, suggests remedial action and special referrals as needed.
- I. Maintains accuracy in recording attendance, test results and other data for the permanent records.
- J. Performs non-classroom duties as assigned and participates in school activities.
- K. Uses available opportunities for self-improvement, both professionally and personally.
- L. Helps plan school masses and prayer services.
- M. Plans and carries out a class mission project.
- N. Promotes quality student performance by following the all-school discipline plan and teaches the positive and productive behavior curriculum.

VII. STANDARDS FOR MEASURING PERFORMANCE

- A. Students are well-adjusted to the school situation, show an interest in learning, and consider school an important and necessary part of their lives.
- B. Maximum progress achievable by each student is generally evident and verified by results of standardized tests, etc.
- C. Teachers are evaluated by the principal through formal and informal classroom observation and principal/teacher conferences.