

## **JOB DESCRIPTION**

**POSITION TITLE:** Teacher  
**SUPERVISOR:** Principal

**FLSA STATUS:** Exempt  
**DATE:** \_\_\_\_\_

### **JOB SUMMARY**

This position is required to convey the Church's message and to assist in carrying out the Church's mission. This position is required to uphold the standards of the Catholic Church in his/her day-to day work and personal life. All employees are expected to be persons of integrity and must conduct themselves in an honest and open way, free from deception or corruption and in a manner consistent with the discipline and teachings of the Catholic Church. Employees are expected to follow rules of conduct that will protect the interests and safety of all, including the standards and policies set forth in the Archdiocesan Code of Conduct, Archdiocesan Policies and Guidelines, teacher contract, Parent/Student Handbook, and Employee Handbook.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in education field or content area
- Oklahoma teacher certification in the assigned teaching field or exemption from Senior Director of Catholic Education
- General knowledge of the instructional process
- Ability and willingness to work with children of all ages
- Knowledge of and ability to use English correctly and appropriately
- Computer skills
- Ability to communicate effectively

### **PREFERRED QUALIFICATIONS**

- Experience teaching in a Catholic school
- Integration of technology for instruction
- Ability to keep records
- Self-motivation and self-direction
- Ability to demonstrate positive attitude, team cooperation, and positive work performance for the purpose of maintaining the instructional process and well-being of the school
- Ability to follow oral and written instructions
- Ability to communicate with staff, students, parents, and community in a professional manner concerning the school program and adherence to confidentiality
- Ability to meet and interact with public and employees with tact, courtesy and discretion.
- Ability to exercise independent judgment in the interrelation and application of standard practices and procedures.

### **ESSENTIAL FUNCTIONS**

#### **I. Ministry in the Catholic school**

- Demonstrates understanding of teaching as a ministry.
- Implements the school's philosophy and goals
- Gives witness to the religious dimension through attitude and example.
- Supports the formal religious education program.
- Actively participates as a member of a faith community.
- Welcomes all to the community with a spirit of openness and acceptance.
- Integrates Catholic attitudes and values into subjects and school life.
- Makes decisions which reflect a sense of mercy, justice, and compassion.
- Models an attitude of service.

- Maintains confidentiality regarding school matters, and handles confidential information and documents with complete security.
- Plans and participates in the liturgical prayer, faith sharing, retreats, and other forms of prayer with faculty, students, and parents.

## II. Professional growth and responsibilities

- Participates in activities which contribute to the accomplishment of annual personal and school goals.
- Demonstrates a continuous effort to improve instructional effectiveness.
- Tries new methods, techniques, and materials.
- Welcomes supervision as a means to professional growth.
- Plans and organizes instruction
- Continues to improve computer skills.
- Reads professional materials.
- Seeks advice and help of colleagues.
- Takes an active role in faculty meetings and in-service programs.
- Uses oral and written language correctly.
- Is regular and punctual in attendance.
- Maintains student records accurately, securely, neatly, and up-to-date
- Adheres to the local policies of professional dress.
- Volunteers for and performs extra-curricular duties as needed.
- Participates in self-study and evaluation activities.

## III. Instructional program and curriculum

- Demonstrates knowledge in subject area(s).
- Presents lessons with clarity.
- Tests for prior knowledge.
- Provides for the individual differences among students.
- Regularly and effectively uses a variety of teaching techniques, materials, and assignments.
- Motivates students to be interested and participate in their learning.
- Shows evidence of long and short range planning.
- Stimulates thinking through appropriate questions and provides opportunities to explore problems and consider alternatives
- Checks for comprehension.
- Assigns activities which require students to apply skills and concepts they have been taught.
- Directs the development of good study skills.
- Avoids unnecessary interruptions of instruction and maintains appropriate pace.
- Continues learning activities for full duration of scheduled instructional time.
- Uses a variety of evaluation techniques.
- Provides prompt feedback of test results and assignments.
- Constructs tests that are directly related to concepts and skills taught.
- Monitors guided and independent practice.

## IV. Classroom Environment

- Creates a climate that facilitates learning.
- Fosters an atmosphere where mutual respect and a cooperative spirit are evident.
- Maintains an attractive, orderly, and safe classroom environment free of hazards.
- Maintains standards of appropriate student behavior that are conducive to learning.
- Systemizes routine procedures and tasks.
- Circulates from student to student to monitor progress and meet individual needs.
- Follows the school's discipline policy for students and applies rules consistently and justly.

- Corrects inappropriate classroom behavior, moving students toward self-discipline.
- Reinforces appropriate behavior.
- Demonstrates flexibility in use of space.
- Ensures materials and information can be read, seen, or heard by students.
- Involves students appropriately in establishing classroom rules.
- Respects the individual's right to hold different views.
- Uses discretion in handling sensitive information confided by a student.

#### V. Communication and rapport

- Contributes to the spirit of unity and cooperation among staff.
- Deals fairly and consistently with students.
- Keeps parents/guardians informed about student performance and behavior.
- Demonstrates a respect, understanding, and acceptance of each person as an individual, regardless of sex, race, ethnic origin, cultural or socioeconomic background, religion or handicapping condition.
- Seeks to resolve problems through cooperatively listening and speaking with colleagues, parents, and principal.
- Shares ideas, materials and methods with other staff.
- Responds to parents' concern in a timely manner.
- Promotes a positive image of the school within the community.

#### VI. Supervises students.

### **MARGINAL FUNCTIONS**

Other duties as assigned.

### **PHYSICAL REQUIREMENTS and DEMANDS**

Not limited to the following:

- Physical ability to perform the above listed essential functions with or without reasonable accommodation.
- Sitting or standing for long periods of time
- Walking/climbing stairs.
- Occasional lifting up to 30 pounds

### **WORK ENVIRONMENT**

This job operates in a classroom environment and duties may be performed outside in inclement weather conditions.

### **TRAVEL**

Travel is required as needed to attend workshops and in-service trainings sponsored by the Archdiocese and others approved by the principal.

Note: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position. Nothing in this job description restricts management's right to assign or reassign job duties as required. This job description is not to be construed as a guaranteed contract of employment for a definite period of time. I have read this job description and understand the duties included in it.

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Employee's Signature

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Date