

JOB DESCRIPTION FOR TEACHER

- QUALIFICATIONS:
1. A Bachelor's degree
 2. 12 credit hours in education courses **or** a valid, appropriate state certificate, as outlined in the Texas Catholic Conference Education Department standards
 3. Technology proficiency in the areas of word processing, spreadsheets, databases, and internet use for educational purposes and multimedia presentations
 4. Preferred practicing Catholic in good standing with a commitment to ongoing formation in catechetical and spiritual leadership development.

REPORTS TO: Principal

SUPERVISES: Teacher aide(s)

JOB SUMMARY: The Teacher fulfills the mission of the Catholic school by guiding, inspiring and educating students in a loving, Christ-centered environment. The Teacher is immediately be responsible to the Principal for the carrying out of policies of the school and the Archdiocese of San Antonio as they relate to the function of the school, the classroom, and the immediate contact with students and parents.

ESSENTIAL JOB FUNCTIONS:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the policies and procedures of the school and Archdiocese of San Antonio, including the Religious Standards for Catholic School Employees
- Maintains confidentiality regarding school matters
- Directs and evaluates the learning experience of the student in both curricular and extracurricular activities
- Provides guidance to student that promotes his or her welfare and Christian educational development; refers students with problems to those qualified to help
- Carries out carefully constructed lesson plans and maintains documentation of instructional planning
- Carries out the disciplinary policies of the school
- Attends and participates in PTC, faculty and Archdiocesan meetings
- Attends and participates in the scheduled number of In-Service days required by TCCED and the Archdiocese
- Communicates effectively with students, parents, and other professionals
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff
- Keeps records of attendance, checks home assignments, grades papers and completes report cards
- Supervises extracurricular activities as assigned
- Supervises arrival and dismissal of students and assists in the supervision of students as needed

IMPORTANT JOB FUNCTIONS:

- Cooperates with and participates in the planning and evaluating of school programs
- Cooperates with and assists the principal in improving the curriculum and instructional program
- Maintains good relationships and works cooperatively with many people, such as principals, pastors, clergy, archdiocesan officials, department heads, supervisors, fellow teachers, teacher aides, students, parents, secretaries, and custodians, in planning activities and policies relating to the school

- Maintains liaison with parents including, but not limited to, holding informal meetings with parents at school or conducting formal parent conferences
- Keeps abreast of advances in education, particularly by reading recent publications in his or her subject matter or field

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of curriculum, instructional methods/strategies, and curriculum differentiation
- Knowledge of child development, learning and behavior
- Able to manage student behavior
- Able to communicate effectively in both written and verbal form
- Able to work well with others in a school community
- Skill in handling multiple tasks simultaneously
- Skill in job appropriate technology
- Skill in critical thinking and planning

WORKING CONDITIONS:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard classroom and school conditions

MENTAL/PHYSICAL DEMANDS:

- Required to lift or carry supplies, textbooks, furniture, and equipment
- Required to maintain composure and avoid inappropriate displays of anger
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement

EVAULATION: Performance of this job will be evaluated by the Principal.

FLSA Classification: X Exempt _____ Non-exempt (hourly)
School Classification: X Full-time _____ Part-time
 _____ Temporary _____ Other/Seasonal

If the above information is not part of an employee agreement, the employee signature indicates receipt of the above noted information.

Signature

Date