

Classroom Teacher Job Description

Classification: X Exempt Non-exempt (hourly)
School classification: X Full-time Part-time
 Temporary Other/seasonal

Reviewed: 07/27/2015

Name: _____

School Name: St. Mary's Catholic School City: Temple, TX

Ministerial Character

The pastor and the principal are the visible foundation of the school which the Bishop has entrusted to the pastor and principal. Together with the pastor, the principal makes Christ's mission present and enduring in the school. In order to fulfill this mission, the principal employs suitable, chosen collaborators. The principal shares with them Christ's mission and entrusts various responsibilities to them.

Positions employed in the school help to extend the ministry of the pastor and the principal in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the pastor and the principal in the performance of their ministry and thereby engages in ministry for the Church.

Job Summary

The Classroom Teacher plans, guides, and evaluates the learning process of students. This position reports to the principal and has decision-making responsibilities within the framework of school policies, philosophy, organization, and curriculum.

Essential Duties

- Support and uphold the philosophy of Catholic education and the mission of the school.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Support and adhere to the Standards of Conduct and policies and procedures of the school.
- Plan for instruction with logically sequenced objectives based on adopted curriculum and submit plans according to the school policies.
- Provide appropriate material and resources for students to engage in learning.
- Use effective instructional methods and models according to professional standard practice.
- Use varied assessment tools to perform both formative and summative assessments.
- Provide instruction and assessment for understanding.
- Maintain current and accurate records according to school policies.
- Practice positive, consistent discipline in the management of the classroom.
- Communicate with parents regarding academic, behavioral, and safety concerns.
- Maintain a work schedule that maximizes availability to students, parents, and staff.

Knowledge, Skills, and Abilities

- Knowledge of the basic teachings of the Catholic Church.
- Knowledge of subjects taught, instructional methods and strategies, and curriculum differentiation.

Employee's Initials: _____

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Knowledge, Skills, and Abilities (continued)

- Knowledge of child development, learning, and behavior.
- Skill in handling multiple tasks simultaneously.
- Skill in pacing and differentiating instruction.
- Skill in motivating and engaging students in the learning process.
- Skill in organizing and relating information in an understandable format.
- Skill in using job-appropriate technology.
- Skill in critical thinking and planning.
- Skill in demonstrating professionalism in conduct, demeanor, and work habits.
- Skill in collaborating with peers to enhance the work environment and support instructional planning.
- Ability to maintain confidentiality regarding school matters.
- Ability to manage student behavior in classroom setting.
- Ability to communicate effectively in both written and verbal form.
- Ability to work well with others in the school community.
- Ability to conference with parents upon request and respond to messages in a timely manner.
- Ability to demonstrate gains in student performance that are in keeping with school goals.
- Ability to respond to individual learning needs.

Minimum Qualifications

Education:

- Bachelor's degree in subject taught or related field from an accredited American university or equivalent in a foreign country.

Experience:

- None required.

Certifications and Training:

- Must meet the minimum requirements for teaching field as set forth by the Diocese and TCCED.
- Must submit an Ethics and Integrity in Ministry (EIM) Application for Ministry within the first week of employment, participate in an EIM Basic abuse prevention training workshop within 60 days of submitting a complete Application for Ministry, and maintain EIM compliance during the entire term of employment.
- Must meet staff development guidelines as set forth by the Diocese and school administration.
- Must complete Religion Certification Part 1 within two years of the date of hire, completing a minimum of 25 hours each year.

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Mental / Physical Tasks: (Place “E” next to Essential Tasks)

	Talking		Using office equipment, stapler, telephone, etc.
	Listening		Using personal computer
	Standing		Sitting
	Walking		Bending
	Grasping/holding		Pushing/pulling
	Lifting/carrying		Reading & comprehending
	Moving heavy equipment		Seeing
	Driving		Other:

Working Conditions

- All employees of the school are engaged in ministry and closely tied to the principal in the exercise of the principal’s ministry and obligations to the school.
- The school is an at-will employer.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays may be required.
- Will be exposed to religious ceremonies, conduct, and speech including Christian prayer and Catholic liturgical celebrations. Staff meetings and other functions may open and close with Christian prayer.
- Will be required to adhere to established dress codes and conduct standards.
- All buildings and vehicles owned by the school are tobacco free.
- May be required to use personal or school vehicles to drive to off-site locations.
- Traveling within and outside the school to meetings and other events may be required, and travel may include overnight lodging.
- Must maintain a work schedule that maximizes availability to students, parents, colleagues, and administration.
- Will be required to work in multiple educational settings.

Employee Certification

All employees must adhere to the Catholic Schools Standards of Conduct, the Diocese of Austin EIM policies, and the social, ethical, and moral teachings of the Roman Catholic Church as interpreted by the Bishop of Austin.

Texas is an “at-will” employment state. Letters of employment are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____