

## JOB DESCRIPTION

Position Title: Teacher Status: Exempt

Supervisor's Title: Principal Approval Date: \_\_\_\_\_

**Job Summary:**

Prayerfully and actively educates and enhances each student’s life by academic engagement, behavior and spiritual growth rooted in the life of Christ. Builds a partnership with school parents to support lifelong learning of their child in the community.

**Knowledge, Skills, & Abilities:**

**K: Knowledge**

- 1. Bachelor’s degree required, preferably in the field of teacher education or related field.
- 2. Current State of WI teaching license (or meet all requirements for a plan of study to obtain licensure).
- 3. Working knowledge of office software.
- 4. Valid driver’s license for the State of Wisconsin preferred.
- 5. Practicing Catholic preferred.
- 6. Bilingual Spanish/ English preferred/required.

**S: Skills**

- 1. Professional working attitude and collaborative approach.
- 2. Strong verbal and written communications skills.
- 3. Strong organizational skills.

**A: Abilities**

- 1. Ability to establish and maintain a professional working relationship with supervisor and staff.
- 2. Ability to maintain confidentiality.
- 3. Models Catholic spirituality, attitudes, and behaviors.

**Duties and Responsibilities:**

**Community:**

Create a faith-filled environment for learners by:

- Organizing physical space for learning, e.g., safe, accessible, supports the type of learning, etc.
- Managing student behavior guided by Gospel values, e.g., respectful.
- Establishing classroom routines, rules, and procedures consistent with school policy, e.g., clearly defined, communicated, and practiced.
- Communicating high expectations for learning, e.g., supporting students for growth.
- Creating a faith-filled environment that engages the whole student, e.g., space and culture.

Works with families as partners in their child’s education by:

- Providing feedback of student progress to families, e.g., timely, consistent, frequently, etc.
- Engaging families as partners in the educational process and the life of the school.

**Professional Life as an Educator**

Understands school’s mission and his/her role in it by:

- Serving as role model for Gospel values for students and families.
- Demonstrates a professional demeanor and attitude in alignment with the school’s mission, e.g., follows Code of Ethics.

Reflects on practice by:

- Taking responsibility for professional growth, e.g., open and applies to feedback.
- Demonstrating a commitment towards spiritual growth in the context of the Catholic school, e.g., active participation.

Contributes to a positive school environment by:

- Collaborating with colleagues, e.g., analyze, inform plan, and supportive in implementation.

- Serves beyond the classroom in school committees/activities/events as it relates to a positive school environment.

**Planning & Instructional Effectiveness** - Uses best practices to support learning by:

- Demonstrating knowledge of students by clearly stating instructional outcomes that reflect curriculum expectations for students.
- Designing coherent instruction (lessons/units) that have a clearly defined structure and logical supportive activities..
- Transferring content knowledge to students, through clear directions, procedures, and explanations that are clear and developmentally appropriate.
- Promoting learner engagement in an environment that is engaging and aligned to learning needs.
- Timely completion/submission of all required documentation related to parent communication, instruction, assessment, and grading.
- Supervising students during all student contact times/activities.

**Assessment** – Using assessment to advance student learning by:

- Uses formal and informal assessment data to design instruction for current and future instruction.
- Clearly identifies and communicates assessment criteria.
- Provides opportunities for student self-assessment and monitoring.

**Other Duties**

- Informs the Principal and respective staff of plans outside of the norm.
- Attends all faculty and in-service meetings.
- Other duties as assigned.

**ADA Physical Requirements:**

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Nature of Supervision Received:**

Identify the degree of supervision the job will receive and/or give, e.g., minimum, moderate or none.

**Judgment Exercised/Decisions Made:**

Employee is expected to take initiative and make decisions based on the mission and vision of parish and/or school and direction from the supervisor and/or Pastor. List the financial responsibilities, e.g., staying within budget.

**Number of Employees Supervised:**

Input a range of employees to supervise and note if there are in the same location or if in various locations.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_