**LOGO**

**SCHOOL NAME**

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| JOB DESCRIPTION | |
| **Job Title:**  Classroom Teacher | **Reports to:** (title of position)    Principal |
| **Work Status:**  Full Time  Temporary  Part Time | **Date:** (date delivered)  February 19, 2021 use the drop-down feature |
| **FLSA Status:**  Exempt  Non-Exempt | **Work Classification:**  12-month employee (year-round)  12-month partial employee Number of work days:190  Contract teacher/school administrator |

**General Summary of the Position**

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 and Responsibilities of the Position**

* 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 Roman Catholic Church.
* Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
* 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.
* Other duties as assigned by principal
* Abide by all policies as outlined in the Catholic Schools Office Handbook of Policies and Procedures for Elementary and Secondary Schools; TCCB ED Guide to Quality and Effectiveness

**Position Requirements**

**Knowledge, Skills and Abilities:**

* Knowledge of the basic teachings of the Catholic Church
* Knowledge of instructional methods/strategies and curriculum differentiation
* Knowledge of child and adolescent development, learning, and behavior
* Knowledge of the content and the methods of religious education
* Knowledge of effective assessment methods
* Able to communicate effectively in both written and verbal form
* Able to work well with others in the school community
* Able to work independently and self-motivate
* Skill in handling multiple tasks simultaneously
* Skill in organizing and relating information in an understandable format
* Skill in job appropriate technology
* Skill in critical thinking and planning
* Skill in managing conflicts effectively
* Skill in organizational management and delegation of responsibilities
* Skill in using group process skills effectively with various school communities

**Education and Experience:**

* Bachelor's degree in subject taught or related field from an accredited American university, required
* Must meet the minimum requirements for teaching field as set forth by the Diocese and TCCB ED.
* Must meet staff development guidelines as set forth by the Diocese and school administration.
* Must complete Religion Certification per the guidelines of the Catholic Schools Office and TCCB ED, if applicable.

**Special Requirements:**

* Preferred practicing Catholic in good standing.
* Must be willing and open to understanding Catholic teachings, required.

**Physical Requirements Specific to the Job:**

Indicate N/A or

Indicate basic physical requirements to perform the job. Especially necessary for maintenance positions; positions requiring moving objects with a certain weight. Employers are not required to include physical requirements if it is not essential to the job itself.