

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

POLICY 402.1

STAFF PERSONNEL

Job Description for a Catholic School Teacher

CATHOLIC SCHOOL TEACHERS "Teachers must remember that it depends chiefly on them whether the Catholic school achieves its purpose.

Teacher Position Description

Principal Formation Program. William Campbell, S.M., Ed.D, NCEA 2013.

Community of Faith

1. Supports and implements the mission/philosophy of Catholic education and the school.
2. Gives evidence of lived Gospel values.
3. Participates in building faith community.

Instructional Process

4. Demonstrates evidence of prior planning and preparation.
5. Presents classes clearly and effectively.
6. Assesses student progress effectively.
7. Provides for individual differences.
8. Demonstrates ability to motivate students.
9. Maintains an atmosphere conducive to learning.
10. Knows and uses technology appropriately.

Interpersonal Relationships

11. Works cooperatively with administration.
12. Works positively with colleagues, support staff, and parish staff.
13. Demonstrates positive interpersonal relations with students.
14. Maintains positive interpersonal relations with parent(s)/guardian(s).

Other Professional Responsibilities

15. Maintains a professional manner in the classroom and other related settings.
16. Demonstrates a sense of professional responsibility and leadership.
17. Reports any knowledge or suspicion of child abuse as required by law.
18. Accepts, willingly, extra assignments and supervisions.
19. Attends all faculty meetings, in-services, and other meetings as specified by the principal unless excused by the principal prior to the meeting.
20. Is responsible for the care and use of instructional materials, equipment and school facilities.
21. Reviews emergency procedures and practices with students regularly.
22. Provides necessary documentation for personnel file.
23. Follows directives regarding collection of monies.
24. Communicates with parent(s)/guardian(s) in an effective and timely manner.
25. Supports and implements diocesan policies.

Professional Growth

26. Keeps abreast of developments in curriculum and methodology and authentic assessment.
27. Interacts with colleagues to further professional growth.
28. Takes advantages of opportunities for professional improvement.
29. Completes necessary work toward obtaining and/or maintaining a valid license.