

## **Job Description: Elementary Teacher**

Teachers must remember that they are a vital part of the culture and climate. As an employee, the following responsibilities are expected to help build a faith-filled learning environment which maximizes academic learning and addresses students' social-emotional and spiritual needs.

### **Community of Faith**

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

### **Instructional Process**

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

### **Interpersonal Relationships**

1. Works cooperatively with administration;
2. Works positively with colleagues, support staff, and parish staff;
3. Demonstrates positive interpersonal relations with students; and
4. Maintains positive interpersonal relations with parent(s)/guardian(s).

### **Other Professional Responsibilities**

1. Maintains a professional manner in the classroom and other related settings;
2. Demonstrates a sense of professional responsibility and leadership;
3. Reports any knowledge or suspicion of child abuse as required by law;
4. Accepts willingly, extra assignments and supervisions;
5. Attends all faculty meetings, in-services, and other meetings as specified by the principal unless excused by the principal prior to the meeting;
6. Is responsible for the care and use of instructional materials, equipment, and school facilities;
7. Reviews emergency procedures and practices with students regularly;
8. Provides necessary documentation for personnel file;
9. Follows directives regarding collection of monies;
10. Communicates with parent(s)/guardian(s) in an effective and timely manner; and
11. Supports and implements diocesan policies.

### **Professional Growth**

1. Keeps abreast of developments in curriculum and methodology, and authentic assessment;
2. Interacts with colleagues to further professional growth;
3. Takes advantages of opportunities for professional improvement; and
4. Completes necessary work toward obtaining and/or maintaining a valid license.