

JOB DESCRIPTION

Position Title: Teacher	Status:
Department:	Rank:
Supervisor's Title: Principal	Approval Date:
Revised:	Compensation Review:

Job Summary:

Plan, organize and implement an appropriate instructional program in a Catholic and Christian learning environment. Guide and encourage students to develop and fulfill their academic potential. Challenge student development spiritually, academically, physically, emotionally, and socially.

Actions required to be consistent with Culture and Values:

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

Knowledge, Skills, & Abilities:

Knowledge

- A minimum of a BA/BS in Education in an appropriate subject area
- Knowledge and implementation of relevant technology
- Demonstrated faith commitment

Skills & Abilities

- Current Wisconsin teaching license; submission to legal background check
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Willingness to participate in Foundational Catechetical Certification (FCC)

Duties and Responsibilities:

“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”

1. Attend retreats, seminars and small group discussions where faith is discussed; lead a personal and professional lifestyle that models a believing, practicing Catholic
2. Understands, represents, commits to and implements the mission and philosophy of our school.
3. Fosters collaboration with families, clergy, parish staff, and organizations who entrust their children to our educational programs
4. Prepare daily lesson plans in all required subjects
5. Prepare instructional activities allowing for individual differences among the assigned students in an innovative and creative manner; use student data to drive instruction
6. Demonstrate proficiencies in the use of technology including hardware, software and applications.
7. Develop and use assessment techniques that are appropriate to the expected class and individual objectives
8. Integrate instruction across the curriculum whenever possible

9. Supervises students, fostering and ensuring a disciplined and safe learning environment
10. Encourage parent and community involvement; obtain information for parents when requested
11. Assign and grade (as appropriate) class work, homework, tests and assignments
12. Maintain accurate and complete records of students' progress and development
13. Instruct and monitor students in the use of learning materials, technology and equipment
14. Provide a secure student centered learning atmosphere, which encourages and challenges student development spiritually, academically, physical, emotionally, and socially
15. Participate and support school and system fundraising events; department, school, diocesan and parent meetings and other professional and cop-curricular activities as assigned.
16. Cooperate with the principal in fulfilling professional responsibilities throughout the school
17. Read and agree to follow the policies and procedures as defined in the Personnel Handbook
18. Use resources prudently
19. Other duties as assigned

Christian commitment:

- Role model and witness to a Christian lifestyle
- Motivate, through good example, meaningful prayer and Liturgical experiences
- Promote a positive, charitable spirit and nurture a Christian environment within the school community; interact with families promoting the total Christian education of the student
- Work openly, creatively, and cooperatively with the principal and other members of the staff
- Remains calm under pressure, never displaying unjust anger, animosity, or lack of consideration

ADA

Physical/Visual/Mental Demands: Ability to use a computer, calculator, copier, fax, telephone/voice mail, email and information management software. Frequently required to sit, walk and stand. Must be able to lift up to 50 pounds; bend, kneel and reach. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. Employee must maintain emotional control under stress and work with frequent interruptions.

Typical Working Conditions: The position is a full-time, 10-month position. The employee will be working some nights and weekends throughout the school year. Teachers manage high to moderate levels of stress and must be able to work a full-school day. Typical work conditions are in a standard school or office environment although occasional field trips will necessitate outdoor and potential inclement weather exposure.

Nature of Supervision Received: Works under the direction of the Principal. Works independently within authority-limits and expertise. The direction from the Principal to assign objectives, assist in task priority setting, review results and offer guidance. Requires individual initiative in recognition of problems and solutions.

Judgment Exercised/Decisions Made: Employee must be comfortable in a position of authority and able to manage a classroom. Must be able to facilitate communication between students, parents and the community. Employee is entrusted with the care of our youth and must be willing and capable of keeping the children safe.

Financial Responsibility: Employee is responsible for appropriate use of classroom resources.

Supervision Exercised/Number of Employees Supervised: None

Signature _____ Date _____