

Catechesis of the Good Shepherd Level I Job Description

Name: _____

School Name: St. Maria Goretti Catholic School

Job Summary: The CGS Catechist fulfills the mission of the Catholic school by planning and guiding the formation process of the students for whom the teacher is responsible within the framework of the school's philosophy, organization, and curriculum. The CGS Catechist has decision-making responsibilities within essential job functions, in keeping with school policies. Familiarity with classical education is preferred, but not required. The position is hired and evaluated by the principal.

Essential Job Functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Plans for instruction with logically sequenced objectives, based on adopted curriculum and submitted according to the local school policy
- Provides appropriate material and resources for students to engage in learning
- Uses effective instructional methods/models according to professional standard practice
- Uses varied assessment tools to perform both formative and summative assessments
- Provides instruction and assessment for understanding
- Maintains current and accurate records according to school policy
- Practices positive, consistent discipline in the management of the classroom
- Communicates with parents regarding academic, behavioral, or safety concerns
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students, and staff

Important Job Functions:

- Collaborates with peers to enhance the work environment and support instructional planning
- Conferences with parents upon request and responds to messages in a timely manner
- Demonstrates gains in student performance that are in keeping with school goals
- Demonstrates a willingness to respond to individual learning needs

Minimum Qualifications:

Education/Certification:

- High School
- Level I Catechesis of the Good Shepherd Trained

Knowledge, Abilities, and Skills:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of subjects taught, instructional methods/strategies, and curriculum differentiation
- Knowledge of child development, learning, and behavior
- Able to manage student behavior in classroom setting
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously

- Skill in pacing and differentiating instruction
- Skill in motivating and engaging students in the learning process
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

Working Conditions:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to teach a minimum of a part-time schoolday
- Required to the work in standard classroom and school conditions

Mental/Physical Demands:

- Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

FLSA Classification: _____ Exempt _____ Non-Exempt (hourly)

Employee Certification: _____ Full Time _____ Part Time _____ Occasional _____ Stipend

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a "work at will" state. Letters of acknowledgment are not contracts, nor do they bind the employer or the employee to a pre- determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____