

## Classroom Teacher Job Description

Name: \_\_\_\_\_

School Name: \_\_Saint Maria Goretti\_\_\_\_\_ City: \_\_Arlington\_\_\_\_\_, TX

**Job summary:** The Teacher fulfills the mission of the Catholic school by planning, guiding, and evaluating the learning process of the students in the Catholic school for whom the teacher is responsible within the framework of the school's philosophy, organization, and curriculum. The Teacher provides the appropriate learning atmosphere and activities designed to maximize student competencies and skills for intellectual, emotional, physical, social, and spiritual growth toward a successful future. The teacher has decision making responsibilities within essential job functions, in keeping with school policies. 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
- Maintains confidentiality regarding school matters
- 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:

- Bachelor's degree
- Meets the minimum requirements for teaching field as set forth by the Diocese and TCCED

#### Experience:

- None required

### 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

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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 full school day  
Required to 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)

School classification:     Full-time                                 Part-time  
    Temporary                                 Other/seasonal

### Employee Certification

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 acknowledgement 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 \_\_\_\_\_