



Diocese of Fort Worth Position Description

Job Title | Job Code: TEACHER 602040
Date Revised: March 14, 2022
Reports to: Principal
Location: St. Elizabeth Ann Seton Catholic School
2016 Willis Lane
Keller, TX 76248-3154
www.fwdioc.org/employment

General Position 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. A familiarity with classical education is preferred, but not required. Along with a love of learning, applicants must hold a bachelor's degree. The position is hired and evaluated by the principal.

Principal Accountabilities:

- 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
- Proactively 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



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- Responsible for all other projects, tasks, committees, etc., as assigned.

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.

Supervision Given and/or Received:

- Reports directly to the principal

Internal Contacts:

- Effectively communicates with other school staff

External Contacts:

- Effectively communicates with parents, volunteers, adults, as well as other schools, churches and employees throughout the diocese.

Working Conditions and/or Physical Requirements:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to teach a part-time schedule
- Required to work in standard classroom and school conditions
- Required to lift or carry classroom supplies, textbooks, furniture, and equipment
- 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

Travel Requirements:

- No travel required other than field trips

Education and Experience Preferred:

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

Knowledge and Skills Preferred:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of subjects taught, instructional methods/strategies, and curriculum differentiation in target languages



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- 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 in both targeted language(s)
- 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

FLSA Designation: Exempt

_____ Position Description Approved By	_____ Date

Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.