

**ST. BENEDICT CATHOLIC SCHOOL
POSITION DESCRIPTION**

Position Title: **TEACHER**

Reports to: Principal

POSITION SUMMARY: Delivers a high quality educational program within the individual classroom that will maximize the spiritual growth, achievement and potential of every child.

GENERAL DUTIES:

Prepares and maintains written lesson plans.

- Establishes daily objectives for instructional activities;
- Presents daily objectives to the student(s) as a focus for the lesson;
- Makes lesson plans available for substitute use;
- Modifies lesson plans as necessary;
- Prepares, demonstrates, and provides for effective transitional procedures.

Employs a variety of teaching techniques and uses a variety of appropriate instructional materials.

- Guides learning activities;
- Diagnoses individual student strengths and weaknesses;
- Chooses activities and methods which best meet predetermined objectives;
- Modifies instruction and assignments to address student needs;
- Encourages students in activities to develop appropriate work and study habits;
- Engages students in activities to develop appropriate work and study habits;
- Teaches students to use resources within the school and the community;
- Uses a variety of assessment techniques to improve the learning experiences for students;
- Provides opportunities for developing independent learning skills by emphasizing problem solving and learning how to learn skills.

Uses available resources, such as pupil records, pupil services personnel, and planning and placement teams in order to understand and prescribe for the learner.

- Provides appropriate culminating activities;
- Utilizes effective questioning techniques;
- Provides prompt feedback;
- Presents lessons at the instructional level of the student(s);
- Knows the subject matter under study;
- Communicates explanations clearly, using precise language and acceptable oral expressions.

Employs individual and group discipline by defining and applying appropriate disciplinary procedures.

- Avoids the use of ridicule and sarcasm to control students' behavior;
- Helps student(s) to recognize and change undesirable behavior;
- Employs strategies to develop self-discipline in students;
- Creates and maintains a safe, healthy, and attractive classroom environment appropriate to the developmental level of students.

INTERPERSONAL SKILLS:

- Engages in activities to develop self-worth and dignity of students;
- Recognizes and provides for individual differences among students;
- Works harmoniously with the school personnel;
- Works cooperatively to help resolve problems within the school system;
- Maintains and encourages communication and positive school/home cooperation;
- Encourages positive peer interaction among students;
- Encourages the development of acceptable moral character and behavior by students;
- Shares materials, talents and abilities.

PROFESSIONAL RESPONSIBILITIES:

- Fulfills required assignments and/or duties:
 - Arrives promptly for school, scheduled classes, and duties.
 - Supervises halls and other areas while school is in session.
- Supports and follows established school policies;
- Provides input for curriculum development;
- Participates in Child Study and Planning and Placement Team meetings;
- Is accurate and punctual in maintaining records and making reports;
- Maintains the appropriate certification for the position;
- Earns the appropriate number and maintains a record of Professional Development Hours.

TERMS OF EMPLOYMENT:

1. VIRTUS training, once hired
2. Fingerprinting with no record
3. Proper certification throughout employment
4. Religion certification required
5. Salary and benefits as listed in the contract

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Regular and consistent attendance is essential for this position.

EVALUATION:

Performance of this job will be evaluated annually by the Principal.