

## TEACHER JOB DESCRIPTION

### **Auburn Area Catholic School Catholic Diocese of Saginaw Position Description**

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**JOB TITLE:** *Teacher*

**SUPERVISOR:** Principal

**STATUS:** Full Time, Exempt

**MISSION:** Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

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#### **I. GENERAL DESCRIPTION**

- *Plan, prepare and deliver lessons and instructional materials in a fashion that facilitates learning for all students related to the appropriate content areas as defined by the school, principal, president, and/or superintendent.*
- *Assess student growth and performance in a fashion that supports student and school goals and provide feedback to appropriate parties.*
- *Implement and support school discipline policies and engage student behavior on the classroom.*
- *Maintain appropriate records related to student performance, student discipline, lesson planning, curriculum, and relevant communications.*
- *Communicate in a timely manner with all stakeholders (students, parents, colleagues, principal, superintendent, and others, when appropriate)*
- *Support school activities (assemblies, etc...) by supervising student body*
- *Participate in department, school, and diocese related events/meetings/professional development.*
- *Support and implements the mission/philosophy of Catholic education and the school.*
- *Give evidence to the importance of prayer and worship through active participation in planning and celebrating liturgical prayer, prayer services, faith-sharing activities, and other forms of prayer with the faculty, students and parents of the school and parish community.*
- *Speak, act, and instruct students in a manner that is consistent with the teachings of the Church on issues of faith and morals.*
- *Integrate religious attitudes and values into secular subjects and into life both inside and outside of school.*



- *Maintain a physical environment that is welcoming to the students, provides a safe and healthy place, and is functional for the children in the room.*
- *Other duties as assigned by direct supervisors.*

## **II. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- *Direct report is to principal and/or president.*
- *Must develop collaborative and constructive relationships with fellow teachers, especially within academic department and the individuals responsible for curriculum and instruction.*

## **III. WORKING CONDITIONS**

- *School / Classroom setting*
- *Some night and weekend work may be required.*
- *Must be in classroom / assigned location at least twenty (20) minutes prior to the start of the school day and twenty (20) minutes after the school day concludes.*
- *Must be able to speak and/or stand for an extended period of time.*
- *Regular, reliable attendance is required for this position.*

*Work is performed primarily in a classroom setting. Employee is required move throughout the classroom and school to monitor student performance and behavior. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up-to 15 lbs. Some evening and weekend work may be necessary.*

## **V. QUALIFICATIONS & SKILLS**

- *A bachelor's degree or higher in an appropriate field*
- *A valid state of Michigan teaching certificate (or a commitment to enroll in a state approved program within six (6) months of hire.*
- *Regular, reliable attendance is required for this position.*
- *Practicing Roman Catholic preferred*
- *Must pass a background check*
- *Must complete a Diocesan approved Protecting God's Children*

## **JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I



understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**SIGNATURES**

- *Supervisors to indicate assignment of duties, line of supervision.*
- *Employee's, after hire, to indicate acceptance of duties and supervision.*

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_