

[ Parish Letterhead ]

**[Position Name]** –           [ School Name ]           **Catholic Parish**

**Date Reviewed:** [ Date ]

**Classification:** Exempt  Non-Exempt

*(Exempt positions are teachers, principals or those that earn more than \$47,476 per year. Teachers & principals are exempt even if they earn less than \$47,476.)*

**Reports to:** Pastor,           [Parish Name]          

## **JOB DESCRIPTION**

### **Summary/Objective:**

Summarize the position or list the objective of the position. (2-3 sentences)

### **Essential Job Functions:**

#### **RESPONSIBILITY FOR PERSONAL FAITH DEVELOPMENT**

1. Keeps current on Church doctrine (reading, workshops, and classes).
2. Works at growing in understandings of sacred scripture, doctrine, and morality.
3. Grows in personal relationship with God.
4. Actively works at building a spirit of care and support in the school community.
5. Is committed to the Gospel values and teachings of the Catholic Church.
6. Participates in sacramental opportunities on a regular basis.
7. Lives Christian values by reaching out to others through service.

#### **RESPONSIBILITY FOR STUDENTS' FAITH DEVELOPMENT**

1. Attempts to present religious education subject matter to the age and maturity level of the group.
2. Works at making religion classes effective and interesting.
3. Varies teaching methods and tries to make religion relevant to the lives of students.
4. Infuses Catholic values in all the subjects taught.
5. Treats students in a manner that reflects Jesus' teachings.
6. Encourages and fosters in students a respect for the diversity of personalities and learning styles within the classroom.
7. Actively encourages students to recognize their role in the world community.
8. Exposes students to various forms of prayer.
9. Plays a significant role in planning school liturgies that are in accord with the Church's liturgical calendar.
10. Insures that the classroom contains religious symbols that are visible reminders of Christ and the saints.
11. Encourages students to seek ways of service and provides them with opportunities to serve some need of the community.

#### **RESPONSIBILITY FOR INSTRUCTION**

- A. Organizational Skills
  1. Considers the school's mission/philosophy when developing the instructional program.

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2. Knows the basic principles of child growth and development and considers these principles in planning teaching lessons and activities delivered either in the classroom or through remote/distance/online learning.
3. Provides a classroom environment conducive to a variety of learning styles.
4. Maintains sufficient, accurate, and confidential student records.
5. Is prepared for the day with an efficient time-management plan based on grade level student competencies.
6. Maintains substitute lesson plans that are up-to-date and accessible by the principal at all times.

#### **B. Teaching Practices**

1. Knows the grade level competencies (standards) for each of the subjects taught.
2. Addresses the grade level competencies (standards) for each of the subjects taught.
3. Uses questioning strategies that encourage higher level thinking skills.
4. Varies instructional techniques and materials according to the learners' needs.
5. Informs students of learning objectives and their progress in meeting those objectives.
6. Uses evaluative techniques and test scores to assess student abilities and plans accordingly.
7. Is aware of and utilizes available community resources.
8. Uses technology as an integral component of the instructional program in both physical classroom and remote/distance/online learning environments.
9. Is flexible in the event of unexpected schedule changes such as fire drills, special programming, etc. as well as periods of distance/online learning as may be required due to epidemic, pandemic, any other biological contagion emergency; any other public health situation; acts or regulations of public authorities riot; natural disaster and/or closing of the school operations of the Parish/School by a federal, state or local government or the Parish/School itself.

#### **C. Motivational Techniques**

1. Encourages students, uses positive feedback, and promotes positive learning experiences.
2. Knows students on a personal level, promotes development of a positive self-concept, and recognizes in each child their unique God-given gifts.
3. Relates the curriculum to the experiential background, talents, and interests of the student.
4. Uses student talents and interests to motivate learning.
5. Provides creative learning activities that encourage students to express themselves in many forms (art, music, dance, drama, etc.).
6. Provides for and encourages participation in small and large group activities and discussions.
7. Is enthusiastic and encourages an eagerness for learning.

#### **D. Teacher/Student Relationships**

1. Is respectful of students and creates a classroom and/or online learning environment that reflects respect for one another.
2. Promotes a sense of community within the classroom.
3. Handles inappropriate behavior in a manner that respects the individual needs and dignity of the student.
4. Is consistent in application of behavioral expectations and class/school rules.
5. Directs students toward support staff when needed (counselor, social worker, tutor, etc.)
6. Provides opportunities for students to develop leadership.

#### **E. Teacher/Parent Relationships**

1. Nurtures a positive partnership with parents to enhance and support their child's progress.
2. Communicates student progress and classroom activities on a regular basis to parents.
3. Conducts effective parent conferences.
4. Explains report card grades and/or test scores to parents.
5. Welcomes parent participation in the classroom or school.

## **Secondary Job Functions:**

### **RESPONSIBILITY FOR PROFESSIONAL DEVELOPMENT**

1. Speaks and acts with charity and justice toward students, parents, staff members and administration, and preserves their reputations.
2. Respects confidential information concerning students, parents and colleagues.
3. Is committed to fulfilling the obligations of the teaching contract, including working toward religious education and maintaining WI teacher licensure with appropriate grade level and/or subject matter certification.
4. Cooperates and willingly shares ideas, talents and resources.
5. Maintains professional standards by teaching only Church doctrine regardless of personal opinion.
6. Participates in extra-curricular activities as needed.
7. Participates in developing, selecting and evaluating curricular materials and programs.
8. Keeps abreast of current educational theories by reading journals or other materials including educational research.
9. Supports and respects colleagues.
10. Attends and participates in all faculty meetings, and staff development days whether held onsite, or remotely online.
11. Maintains equipment and reliable internet connections necessary for communication with school leaders and the facilitation of distance/online learning and meetings.

### **OTHER RESPONSIBILITIES**

Fulfills other responsibilities as assigned by the principal in keeping with the mission of the school.

## **Required Competencies:**

- List the skills and knowledge that are required to perform the job.

## **Required Education & Experience:**

- List all required education and experience.

## **Preferred Education & Experience:**

- If additional education and experience is required (i.e. prefer experience in a Catholic school or parish), list it here.

## **Additional Qualifications:**

- List any additional qualifications (i.e. hold a valid WI driver's license, teaching license etc.)

## **Supervisory Responsibility:**

Will the person in this position supervise any other employees or volunteers? If so, describe.

## **Work Environment & Physical Requirements:**

- Describe the work environment and physical requirements. (i.e. early childhood teachers need to be able to bend down, lift 40 lbs., walk up and down stairs, etc.)

**Work Relationships:**

- List everyone with whom the employee needs to maintain a professional relationship, (i.e. other faculty and staff, school principal, pastor, parents, etc.)

**Full Time/Part-Time:**

List whether this is a full-time or part-time position.

**Normal Work Days & Hours:**

List regular work hours (i.e. Monday through Friday 8:00 a.m. – 4:00 p.m.)

**Travel Requirements:**

- List travel requirements, if any. If “None,” state “None.”

**Other Duties**

This job description is not designed or intended to be a comprehensive or exhaustive list of all activities, duties or responsibilities that are required of an employee in this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_