

Classroom Teacher Job Description

Name: _____

Job Title: Classroom teacher

School Name: _____ City: _____, TX

Job summary: The teacher fulfills the mission of the Catholic school by planning, guiding, and evaluating the learning process of the students-for whom the teacher is responsible. This is accomplished within the framework of the school's philosophy, organization, and curriculum. The teacher provides the appropriate learning atmosphere and activities-to maximize student competencies and skills for intellectual, emotional, physical, social, and spiritual growth. 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

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

