

St. Edward's Catholic School
Twin Falls, Idaho

Job Description

Position Title: Certified Teacher

Qualifications:

- Possess or be eligible for a State of Idaho Teaching Certificate
- Be willing to participate in, support, and promote education and activities consistent with the Catholic faith
- Favorably pass the FBI background check
- Demonstrate successful experience working as an elementary school teacher/student teacher and possess a strong awareness of elementary philosophy and programs
- Strong interpersonal skills, especially verbal communication with parents and staff
- Ability to work with other teachers and support staff in a teamwork capacity
- Willingness to participate in activities that promote the school outside of the normal school day
- Possess strong classroom management skills
- Be creative and caring, able to work with students of varying backgrounds and abilities
- Willingness to participate in activities for catechetical training (faith classes and retreats)

Reports To: Principal or designee

Job Goal/Objective: Promotes academic, spiritual, and social learning and growth consistent with Catholic values

Principle Performance Responsibilities:

- Classroom Management:
 - Plans and prepares lessons appropriate to the curriculum and needs of individual students and the class as a whole
 - Submits lesson plans as directed by Principal
 - Organizes and executes activities consistent with the lesson plans
 - Provides guidance and discipline as appropriate and necessary in accordance with school policy, using methods that enhance awareness of proper Christian behavior
 - Creates and maintains a positive environment conducive to academic instruction and religious education
 - Maintains current and accurate records of students' progress and academic growth in accordance with school and other governing policy
- Classroom Instruction
 - Provides classroom instruction following Diocesan and State of Idaho curriculum guidelines
 - Utilizes a variety of techniques to motivate students to participate in educational activities and learning
 - Identifies student academic needs and works with appropriate support staff to meet the needs of the students
 - Maintains current classroom information and assignment on school's website

- Exercises a variety of presentation methods and media to enhance learning opportunities for students with varying styles of learning.
- Brings the Schoolwide Learning Expectations (SLEs) into the classroom and daily life of the students
- Intertwines biblical and moral examples into all subjects
- Plans and supervises class projects, field trips, visits by guest speakers or other experiential activities
- **Communication/Public Relations**
 - Provides classroom opportunities for parents/guardians to participate in activities with their student
 - Involves parent/guardian volunteers in activities
 - Demonstrates appropriate communication skills, oral and written, to students, faculty, parents/guardians, parish, and community
 - Actively participates in extracurricular school functions, fundraisers, and public relations activities, understanding the importance of good relationships with parents and parish community
 - Frequently consults with parents/guardians concerning student progress and development and during formal Parent-Teacher Conferences
 - Provides the Principal with updates on student progress and development
- **Spiritual Development**
 - Provides students and co-workers with positive role model, inside and outside of the workplace, of Christian values consistent with the Catholic faith
 - Actively participates and promotes all liturgical functions celebrated as school functions
 - Participates in activities that enhance personal and staff spiritual development, including classes and retreats to be in compliance with Diocesan policy on personal spiritual development and catechist certification
- **General Duties**
 - Attends and participates in meetings
 - Attends professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
 - Collaborates with other teachers and administrators in the development, evaluation, and revision of school programs
 - Supervises students during recess
 - Leads lunch cleanup
 - Leads school-wide meetings/gatherings when called upon
 - Follows school and diocesan policies

Evaluation Criteria:

- Formal: Formal evaluations conducted minimum once a year
- Informal: As needed
- Evaluated by: Principal