



Immaculate Heart Central School

Middle School Teacher Grades 5-8

Direct report to the principal or vice principal

GENERAL STATEMENT OF DUTIES: The teacher collaborates in the effective operation of a Catholic education program by supporting the goals and spirit of Catholic education in general and the school programs in particular; ensuring an effective instructional program; continuing in professional growth; encouraging student educational growth.

I. COMMUNITY OF FAITH

1. Supports and implements the mission/philosophy of Catholic education and the school
2. Gives evidence of lived Gospel values
3. Participates in building faith community

II. INSTRUCTIONAL PROCESS

1. Loves to work with children
2. Understands child development and/or willing to learn
3. Demonstrates evidence of prior planning and preparation
4. Presents classes clearly and effectively
5. Evaluates student progress effectively
6. Provides for individual differences
7. Demonstrates ability to motivate students
8. Maintains an atmosphere conducive to learning in both the physical environment and the learning atmosphere
9. Knows and uses technology appropriately in and during instruction
10. Analyzes state testing data to improve instruction
11. Understands universal design principles
12. Works well with a team
13. Uses technology to teach and provides opportunities for students to learn using technological tools
14. Teaches the whole child

III. INTERPERSONAL RELATIONSHIPS

1. Works cooperatively with administration
2. Works positively with colleagues, support staff, parents, and parish staff
3. Demonstrates positive interpersonal relations with students
4. Maintains positive interpersonal relations with parents orally and in writing



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IV. PROFESSIONAL RESPONSIBILITIES

1. Maintains a professional manner in the classroom and other related settings
2. Follows all school procedures and policies
3. Demonstrates professional responsibility and leadership
4. Reports any knowledge or suspicion of child abuse as required by law
5. Accepts, willingly, extra assignments and supervisions (e.g. lunch, playground, and/or dismissal)
6. Attends all faculty meetings, in-services, and other meetings and events as specified by the principal unless excused by the principal prior to the meeting or event
7. Is responsible for the care and use of instructional materials, equipment, and school facilities
8. Reviews fire and lockdown drills and emergency procedures and practices with students regularly
9. Provides necessary documentation for personnel file
10. Follows directives regarding collection of monies

V. PROFESSIONAL GROWTH

1. Keeps abreast of developments in curriculum and methodology
2. Interacts with colleagues to further professional growth
3. Takes advantage of opportunities for professional improvement
4. Completes necessary work toward obtaining and/or maintaining a valid teaching license

MINIMUM QUALIFICATIONS Holds a bachelor's degree in education or related field with a focus on one or more subject areas: math, science, and/or the liberal arts/humanities, such as history and English, and/or the social sciences. Certified teacher preferred

Before being invited for an interview, prospective teachers must complete the teacher application, including transcripts and references.

PHYSICAL REQUIREMENTS While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle, and perform repetitive motions of the hands/wrists. Teachers must be able to stand and/or sit for extended periods. May need to climb stairs and lift, carry, push and/or pull items up to 50 pounds. Must be able to respond effectively to emergency situations.

WORKING ENVIRONMENT Work is usually performed in a classroom setting within the time frame established by the principal. Employee is occasionally required to attend evening meetings and may oversee field trips and other special events.