



ELEMENTARY SCHOOL TEACHER Ministry Description

February 2013

ACCOUNTABILITY: Reports to Principal

**SUPERVISORY
RESPONSIBILITY:** Supervises children in the classroom

FLSA STATUS: Exempt

HOURS: Full-time

GENERAL SUMMARY: Our teachers reveal the mission of the schools of the Catholic Diocese of Lansing, which is the mission of Christ and of his Church — to educate and form young people as disciples who reach their full spiritual, academic, emotional, and physical potential. The schools are to be prayerful communities of witness, evangelization, and discipleship, where the distinctively Christian way of life is modeled, taught, and lived. In every respect the schools are to be grounded in truth and Christ who is the Truth.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Recognize and support the unique Catholic mission of the school by speaking, acting, and instructing consistent with the teachings of the Catholic Church.
- Give evidence of lived Gospel values by being an active member of a parish community; strive to model the teaching of Jesus through attitude and example.
- Demonstrate effective planning skills by preparing lesson plans designed to implement stated goals and objectives and by incorporating school and diocesan curriculum objectives in lesson plans.
- Demonstrate competence in teaching by demonstrating current and thorough knowledge of curriculum and subject matter. Must be able to communicate effectively with students. Must be able to organize the classroom learning environment and materials to maximize student time on tasks as well as motivate student learning.

- Develop and use effective methods of evaluation that are directly related to curriculum objectives and to concepts and skills taught; consistently and effectively evaluate student progress.
- Establish a consistent disciplinary approach which promotes self-direction and confidence; set high standards for student behavior and manage inappropriate behavior effectively.
- Cooperate with school and diocesan administration; work effectively with all staff members to promote positive relationships with students and parents.
- At all times demonstrate professional responsibility in enforcing diocesan and school policies and practices.
- Maintain confidentiality of information; display sound judgment in dress and general behavior.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Education: Bachelor's degree from an accredited university.

Experience: Must have student teaching experience at a minimum.
Must have excellent human relations and interpersonal skills; must be a self-starter and be well organized. Must be proficient in the use of computers and educational software.

Require: Must have the required teaching certification for the state of Michigan. Must be a practicing Catholic in full communion with the Church. Must have a strong working knowledge of the Faith; certification as a lay minister preferred. Must pass a criminal background check and complete the *Protecting God's Children* program.

Physical Demands: While performing duties, employee has to walk up and down stairs, sit, stoop, squat, stand, reach, talk, hear, read, write, use a computer keyboard, and carry items that weigh up to 40 pounds.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.