Elementary School Teacher

Ministry Description

*Updated June 2020*

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| **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. |

**Primary 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.
* Is flexible and adaptable in delivery of instruction; whether in-person or virtual teaching and learning.
* Utilize varied instructional practices to better meet student needs.
* 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.
* Understand and demonstrate how to gather, analyze, and use student outcome data to inform instruction and better meet student individual needs.
* 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 Required**

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| 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, including using distance learning and social media platforms. |
| Catholic Teacher: | 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, and carry items that weigh up to 40 pounds. Teachers are in close physical contact with their students through teaching in the classroom. Teachers will also be in close physical contact with coworkers and parents during meetings throughout the school year. |
| Environmental: | Adapting to a variety of different environments is necessary for teachers of any grade. While most teachers work primarily in indoor environments, there are several circumstances in which a teacher might work outdoors or outside of the school grounds. Elementary school teachers will supervise outdoor recess. Field trips require teachers to supervise students on buses, in addition to the trip destination. |

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.