

YUMA CATHOLIC HIGH SCHOOL
JOB DESCRIPTION

I. Teacher

II. General Description

Under the supervision of the Principal, the Teacher assumes responsibility for the leadership and management of the classes assigned; strives to achieve the goals of Catholic education; develops and implements a daily instructional program according to the needs of the students and the established curriculum; maintains accurate records of attendance, scholastic achievement, etc. as required by the school, diocese, and state; establishes positive public relations within and outside the school community; continues professional development.

III. Duties of the Job

- A. Assumes responsibility for the leadership and management of the classes assigned; provides a positive learning environment; organizes the classroom to facilitate student learning; provides for the safety welfare, and care of the students while they are in school; works toward the creation of a Catholic community within the classroom and entire school community; teaches in accordance with diocesan and local policies as well as appropriate state laws; shows respect for individuals and fairness in dealing with students and parents.
- B. Strives to achieve the goals of Catholic education; shows evidence of knowledge of the Catholic philosophy of education; promotes Catholic values; upholds the standards of the Catholic Church; provides opportunities for the students to be prepared for life in today's Church and society.
- C. Develops and implements an instructional program according to the needs of the students and the established curriculum; determines levels of student achievement, and evaluation in relation to the school's goals and objectives; uses appropriate teaching strategies for the student; uses resources available to promote learning experiences for the students; uses a variety of teaching methods.
- D. Maintains accurate records of attendance, scholastic achievement, etc. as required by the school, diocese, and state; maintains proper grading and/or reporting system for each student as required by the Principal; meets deadlines with official classroom reports and statistics as required by the Principal.

Teacher

- E. Establishes positive school-community relationships; maintains cooperative relations with parents and school personnel; provides for regular conferences and meetings with parents; attends scheduled parent conferences; cooperates with and helps promote the various programs in the school; maintains cooperative relations with other staff members and chair persons; maintains awareness of his/her role as a Catholic school teacher and its impact on the community.
- F. Continues professional development to remain current with religious and academic standards; keeps informed of current instructional practices through professional reading and educational opportunities; participates in professional activities and joins appropriate professional organizations; attends school and diocesan sponsored in-services; attends and participates in school faculty meetings, in-services and extra-curricular activities.
- G. Performs any other job-related tasks deemed necessary and/or assigned by the Principal.

IV. **Required education, knowledge, skills, and abilities to perform essential job functions.**

Must have a Bachelor's Degree, be certified by the Arizona State Department of Education as a teacher and meet applicable NCA requirements. Must be in good physical condition. Must demonstrate personal self-discipline; be adaptable and flexible in routine and unexpected situations; use good judgment in daily encounters; use voice effectively, use oral and written language correctly; demonstrate an appropriate sense of humor. Must demonstrate knowledge and understanding of good teaching techniques and child psychology. Preference given to Catholic teachers.

Disclaimer

This is not necessarily an exhaustive list of all responsibilities, skills, duties requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, technological developments, etc.)