

Holy Trinity Parish of Pinconning/St. Michael School
Elementary School Teacher

NAME: _____ **DATE:** _____
JOB TITLE: *Elementary School Teacher*
SUPERVISOR: *Principal*
STATUS: *Full Time, Exempt, Salary*

I. GENERAL DESCRIPTION

- *Plan, prepare and deliver lesson plans and instructional materials in a fashion that facilitates learning for all students related to the appropriate content areas as defined by the school, principal, and pastor.*
- *Assess student growth and performance in a fashion that supports student and school goals and provide feedback to appropriate parties.*
- *Implement and support school discipline policies and engage student behavior in the classroom.*
- *Maintain appropriate records related to student performance, student discipline, lesson planning, curriculum, and relevant communications.*
- *Communicate in a timely manner with all stakeholders (students, parents, colleagues, principal, pastor, and others, when appropriate).*
- *Support school activities (assemblies, etc.) by supervising student body.*
- *Participate in department, school and Diocesan related events/meetings/professional development.*
- *Support and implements the mission/philosophy of Catholic education and the school.*
- *Speak, act, and instruct students in a manner that is consistent with the teachings of the Church on issues of faith and morals.*
- *Integrate religious attitudes and values into secular subjects and into life both inside and outside of school.*
- *Maintain a physical environment that is welcoming to the students, provides a safe and healthy place, and is functional for the children in the room.*
- *Other duties as assigned by direct supervisors.*

II. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- *Position reports directly to the Principal.*
- *Must develop collaborative and constructive relationships with fellow teachers, especially within academic department and the individuals responsible for curriculum and instruction.*

III. WORKING CONDITIONS

- *Some night and weekend work may be required.*
- *Work is performed primarily in a classroom setting*
- *While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs*

V. QUALIFICATIONS & SKILLS

- *Practicing member of the Roman Catholic Church, preferred.*
- *Current teaching certification issued by the State of Michigan*
- *Be CPR and First Aid certified*
- *Successful completion of Criminal Background Check (includes fingerprinting), pre-employment physical and drug screening.*
- *Attend Diocese of Saginaw Safe Environment Training within 30 days of hire*

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's to indicate assignment of duties, line of supervision*
- *Employee's, after hire, to indicate acceptance of duties and supervision*

Employee: _____ Date: _____

Supervisor: _____ Date: _____