



Holy Family Catholic High School Position Description

Job Title: Teacher 9 – 12
Reports to: Principal
Direct Reports: None
Provides work direction to: None

FLSA: Exempt-Professional
Date: Winter 2022
Department: Faculty
Hours: As directed by Principal

Purpose of Position: To conduct instructional classes in all assigned subjects in accordance with the school mission, philosophy, and curriculum.

Essential Performance Expectations:

Mission

- Be familiar with and supportive of the Holy Family Catholic High School vision, mission, and goals.
- Embrace our Catholic identity and our Lasallian charism.
- Support and encourage the faith development of students and staff.
- Develop positive relationships with students.
- Develop positive relationships with families to create a support for students and their growth.
- Support student activities through attendance and acknowledgment of participation as possible.

Classroom Environment

- Ensure high academic standards, set goals, and do what it takes to achieve them.
- Differentiate curriculum, instruction, and individualized learning plans to meet individual student needs.
- Maintain effective classroom management and cultivates an atmosphere conducive to learning.
- Incorporate technology into the learning environment within the classroom.
- Identify struggling students and collaborate with appropriate personnel in developing learning plans with the appropriate counselor and learning specialist.
- Provide appropriate student supervision in classes and as assigned throughout the school day and events.
- Ability and desire to work with students outside of scheduled teaching time.

Professional

- Collaborate with and take direction from instructional leaders to develop and execute a Professional Growth Plan for your development.
- Effectively communicate with administration, advancement personnel, colleagues, students, parents, and the larger community to improve academic outcomes for all students.
- Uphold Holy Family's standards for professionalism, leadership, and personal responsibility.
- Demonstrate collegial behavior and work collaboratively to make positive contributions to sustain the goal of excellence
- Understand and comply with policies and procedures in the Student & Parent Handbook.
- Be present where needed, when needed, and ready to work as needed.
- Participate in all activities and events as outlined in the Employee Handbook.
- Perform other duties and assume other responsibilities as assigned.
- Know and comply with all policies and procedures in the Employee Handbook.

Mental & Physical Demands:

- Patience in and outside of the classroom
- Confidentiality
- Speaking and standing for long periods of time
- Use of computer for long periods of time

Qualifications:

- Minimum Bachelor's Degree
- Valid Minnesota Teaching License (or in progress)
- Remain in compliance with Virtus requirements