

## POSITION DESCRIPTION

**Title:** Teacher  
**Reports to:** Principal

### Position Summary:

Plan, organize and implement an appropriate instructional program in a Catholic and Christian learning environment that guides and encourages students to develop and fulfill their academic potential. Challenge student development spiritually, academically, physically, emotionally, and socially.

### Job Responsibilities:

- Prepare daily lesson plans in all required subjects
- Prepare instructional activities allowing for individual differences among the assigned students in an innovative and creative manner
- Demonstrate proficiencies in the use of technology with SMCS hardware, software and applications.
- Develop and use assessment techniques that are appropriate to the expected class and individual objectives
- Use student data to drive instruction
- Integrate instruction across the curriculum whenever possible
- Supervises students, fostering and ensuring a disciplined and safe learning environment
- Encourage parent and community involvement; obtain information for parents when requested
- Assign and grade (as appropriate) class work, homework, tests and assignments
- Maintain accurate and complete records of students' progress and development
- Complete required components of the evaluation process
- Instruct and monitor students in the use of learning materials, technology and equipment
- Provide a secure student centered learning atmosphere, which encourages and challenges student development spiritually, academically, physical, emotionally, and socially
- Attend and actively participate in professional development learning sessions
- Participate in department, school, system, diocesan and parent meetings
- Participate in co-curricular activities such as social activities, sporting activities, clubs and student organizations as directed
- Participate and support school and system fundraising events
- Cooperate with the principal in fulfilling professional responsibilities throughout the school
- Read and agree to follow the policies and procedures as defined in the employee handbook
- Use resources prudently
- Other duties as assigned

### Qualifications:

- A minimum of a BA/BS in Education in an appropriate subject area
- Current Wisconsin teaching license; submission to legal background check
- Knowledge and implementation of relevant technology
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Willingness to participate in Foundational Catechetical Certification (FCC)
- Demonstrated faith commitment

### Christian commitment:

- Role model and witness to a Christian lifestyle
- Motivate, through good example, meaningful prayer and Liturgical experiences
- Promote a positive, charitable spirit and nurture a Christian environment within the school community; interact with families promoting the total Christian education of the student
- Work openly, creatively, and cooperatively with the principal and other members of the staff
- Remains calm under pressure, never displaying unjust anger, animosity, or lack of consideration

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.*

Signature: \_\_\_\_\_