Teacher:

Although the teacher's classroom duties vary in accordance with class level and academic discipline, many of the teacher's duties remain constant. The prime responsibility of the Catholic High School teacher is to practice the tenets expressed in documents such as *Partners in Mission and Educational Mission and Ministry.* Commensurate with that responsibility is that the teacher design and implement an approved instructional plan. A good start toward meeting that responsibility and exercising that authority is to read, understand and follow all the instructions contained in this faculty and staff handbook.

For ready reference, a few of the general responsibilities of a Catholic High School teacher include:

- Maintains proficiency in each area of the individual teacher's academic responsibility.
- Prepare instructional plans, implementing those plans in the classroom, evaluating student performance and reporting the results to the school administration.
- Maintains open channels of communication with students, parents and colleagues.
- Provides an orderly, disciplined, comfortable and attractive classroom environment conducive to successful learning.
- Attends the following days/events: • Workdays as indicated on the official school calendar, including faculty orientation and student orientation
- First school day for eighth and ninth graders
- Standardized-testing days
- Final day of exam week
- Faculty day of reflection
- Faculty and staff day of experience
- Student retreat days
- Summer professional development
- Serves as mentor to mentor group
- Conducts sophomore interviews
- Attends events outside the workday, including: • back-to-school afternoons
- Parent/teacher collaboration activities
- CHS open house