

## JOB DESCRIPTION

<b>Job Title:</b>	Teacher	<b>Prepared Date:</b>	4/22/10
<b>Department:</b>	Faculty		
<b>Reports To:</b>	Principal & Assistant Principals	<b>Approved By:</b>	Administration

### SUMMARY

Instructs students at Peoria Notre Dame High School.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adheres to the mission, vision and philosophy of Peoria Notre Dame High School.
- Adheres to the policies & procedures defined by the Principal of Peoria Notre Dame High School.
- Adheres to the policies & procedures defined by the superintendent of the Catholic Diocese of Peoria.
- Maintains confidentiality in handling of school business.
- Shares with the principal and all school employees the responsibility for protecting the health and welfare of students.
- Integrates continuing faith development within subject matter area consistent with the ethical and moral standards of the Catholic Church.
- Plans and develops lesson plans and curriculum utilizing a variety of instructional methodologies and strategies including lectures, projects, audiovisual and library resources, and technology such as computers and the Internet. Instructs assigned classes at the time and location designated.
- Establishes clear objectives for all lessons and projects and communicates those objects to students.
- Maintains student records of academic performance, attendance, physical health and social acclimation. Completes progress and report card grades as directed.
- Adheres to the Peoria Notre Dame High School grading System Equivalency Table.
- Creates a classroom environment that is conducive to supporting student learning in a Catholic, value-based environment.
- Adheres to student service plans.
- Attends RTI meetings.
- Attends professional development.
- Establishes and maintains clearly stated, positive standards of classroom behavior in the classroom that are in sync with school-wide expectations for student behavior.
- Maintains an orderly classroom environment free from physical barriers to safety.
- Participates with other staff in monitoring student movement throughout the building on instructional days and at school-sponsored co-curricular events.
- Models an attitude of respect, promotes positive information sharing and communication to students, families, colleagues and the greater community.
- Makes provisions for being available to students and families for instructional purposes outside of the student's instructional day when requested to or required to do so by the Principal, Assistant Principal, Chaplain or Dean.
- Consults with other staff where there appears to be evidence of learning disabilities, drug or alcohol abuse or problems of social adjustment. Works with team in counseling students when academic difficulties or behavioral problems arise.
- Engages in and supports school-related conferences, department and school-wide committees and continuing professional development activities on or off-campus.
- Completes all co-curricular assignments as directed.
- Meets goals, objectives and expectations as established in the position such as annual technology development.
- Maintains up to date electronic grade book through school software. Tests are posted within a week, homework/quizzes/in-class work within two days and papers within two weeks of completion.
- Actively participates in the summer reading program.
- Participates in school-wide and departmental meetings.
- Other duties as assigned.
- Adheres to work schedule.

### QUALIFICATIONS

- BA/BS Degree in subject matter area
- State of Illinois Certification in Subject matter area (Theology Teacher exempt)
- Proficient in software applications and the ability to learn school-specific software.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists.
- Ability to respond effectively to the most sensitive inquiries or complaints and maintain confidentiality.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Proven presentation and facilitation skills.
- Willingness to contribute as a team player in creating, building and sustaining the Catholic Culture within the school.
- Strong planning, organization and attention to detail skills.
- Ability to multitask and establish priorities.
- Ability to work independently to achieve objectives in established time frames.
- Ability to effectively communicate with internal customers through written or verbal form.

#### **PHYSICAL DEMANDS**

- Work requires the ability to stoop and bend, ability to reach and grab with arms and hands, manual dexterity, and the ability to hear and communicate with others. Work requires the ability to use a keyboard to enter and transform words or data. The employee frequently is required to stand, walk, and sit. The work requires the ability to lift and/or move up to 25 pounds.

#### **WORK ENVIRONMENT**

- Position works in a school classroom environment with moderate noise level.