

JOB DESCRIPTION

TITLE: Teacher

PURPOSE: To model a person striving to be a true follower of Jesus, and put into practice the Christian principles found in the Gospels. To be academically prepared, loving, caring, and filled with understanding and empathy for his/her students and their parents. To give constant attention and consideration to personal faith and spiritual development and to the spiritual well-being of the Catholic school community. The Oratory Academy/Athenæum teacher maintains a Christ-like attitude and upholds the teachings of the Roman Catholic Church.

REPORTS TO: Director

TEACHING RESPONSIBILITIES:

- Demonstrate competency in the subjects taught.
- Does long term planning with clear and purposeful goals.
- Does functional daily planning and preparation.
- Maintains a flexible program to take advantage of immediate educational situations.
- Provides a classroom environment conducive to learning.
- Selects appropriate techniques for teaching.
- Makes clear and concise explanations and assignments.
- Provides desirable classroom organization and management.
- Maintains control based on understanding of pupils.
- Seeks ways to meet individual needs of students.
- Shows a willingness to participate in innovative educational programs.
- Commits to the Catholic philosophy of education.

PROFESSIONAL RESPONSIBILITIES:

- Sees own assignment in relation to the total program.
- Works constructively with all school personnel.
- Is prompt and regular in acceptance of school responsibilities (e.g. arriving and departing on time, supervisory duties).
- Participates in and assists with extra-curricular classroom activities (e.g. PTO functions, field days, liturgies, special school projects, etc.).
- Assumes responsibility for materials, supplies, and equipment.
- Adheres to school and diocesan policies and procedures.
- Shows evidence of professional growth (i.e. attendance at in service workshops, special courses in religious education as well as in professional areas, reads professionally and keeps current in the field of education).
- Observes professional ethics in relationship with others.
- Assists with all fund raising projects.
- Promotes in the community at large, the benefits of bilingual-bicultural education.

PERSONAL CHARACTERISTICS:

- Conducts self in a manner favorable to the teaching profession and is in keeping with the thinking and spirituality of our patron St. Philip Neri.
- Gains the confidence and respect of others.
- Meets everyday problems with objectivity.
- Seeks to understand situations before making judgments.
- Shows respect for opinions and beliefs of others.
- Exhibits discretion, tact, and flexibility/.

- Gives careful attention to personal grooming and appearance, and adheres to the staff uniform policy.
- Has endurance, vitality, and resistance to illness.
- Cherishes being part of a multicultural learning environment.
- Is a practicing Catholic, and models the faith in action to the student body and faith community.

A listing of all the tasks and duties a teacher fulfills in the course of his/her daily routine would be insurmountable. In order to be truly present and true to the profession, the teacher must be well prepared to instruct and guide the students. To teach in the Academy, is to teach and preserve two cultures and two languages in Roman Catholic academic institution.

TERMS OF EMPLOYMENT: One hundred and ninety days which include ten days of inservice and 180 teaching days.

