

Teacher Job Description

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Reports to: Position reports directly to the Principal.

Responsibilities: Responsibilities will include, but are not limited to, the following:

- Treating all children, parents, and staff with dignity and respect.
- Create and implement a flexible learning program and classroom environment favorable to student learning and personal growth.
- Establish effective rapport with students, staff members, and parents. Motivate students to develop skills, attitudes, and knowledge to provide an effective educational foundation, in accordance with each student's ability.
- Presents subject matter to students to maximize learning opportunities and provides real-world, application-based examples, and learning opportunities.
- Reviews student records in order to develop a foundation of understanding regarding each student's abilities and needs.
- Strives to maximize the educational achievement of each student.
- Utilizes a variety/range of student learning modalities in each lesson and uses differentiated instruction within those lessons.
- Utilizes diagnostic assessment of student learning on a frequent basis.
- Maintains accurate and completes student records.
- Assesses student strengths and weaknesses on a frequent basis, provides appropriate activities to address student needs, and generates progress reports as required.
- Refers students with suspected learning problems to appropriate support personnel.
- Coordinates class field trips (as required).
- Assists in the selection of curriculum, equipment, and other instructional materials.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Ensures classroom is clean, safe and includes student-generated work on display as appropriate.
- Plans individual and / group learning activities designed to meet the instructional objectives and students' needs.
- Participates with other staff members in planning during designated meetings.
- Incorporates into planning all diagnostic information as required in the student's Individual Learning Plan (ILP).
- Takes all necessary and reasonable precautions to protect supplies, equipment, materials, and facilities needed to implement effectively the planned instructional program.

- Strives to establish cooperative relations and makes reasonable effort to communicate with parents/guardians when appropriate.
- Communicates clearly, consistently, and positively with parents via all appropriate mediums.
- Maintains confidentiality regarding student records.
- Participates in extracurricular activities to ensure a positive school culture and provide support for students and staff (as required).
- ****MAY PERFORM OTHER DUTIES AS ASSIGNED****
- Adhering to the policies and procedures of the Diocesan Employee Handbook and the Our Lady Queen of Angels School Faculty and Staff Handbook.