



# SAINT JOACHIM

## Catholic School

### PRE-K TEACHER/DIRECTOR JOB DESCRIPTION

**Job Summary:** The teacher respects Catholic values and aids students in Catholic Christian formation by exemplifying Catholic, Christian living both in and out of the classroom. The teacher is accountable to the principal and is expected to provide education to the grades and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Orange and in the employee and school handbooks of St. Joachim School, and to adhere to the directives set forth by school administration.

**Essential functions:** The teacher will establish a faith-filled environment, demonstrated knowledge of content, facilitate learning for all students following prescribed curriculum, model Gospel values, be a contributing member of a professional learning community, and participate in all required duties as assigned.

**Supervisor:** Principal

#### **General Responsibilities of the Teacher:**

- The teacher leads daily prayer, participates in school liturgy, and instructs students in Catholic, Christian doctrine.
- The teacher creates a positive learning environment for all students, communicates behavioral expectations to students and parents, and maintains effective classroom management that is predicated on fairness, equity, and care for the whole child.
- The teacher confers with the principal and other faculty members in planning and preparing of school-wide events, accreditation processes, data analysis, curriculum developments, and other topics as needed.
- The teacher is an active participant in collaborative meetings such as professional learning communities, student study teams, and faculty meetings.
- The teacher plans instruction carefully utilizing assessment data to drive instruction and implements content effectively assuring that all students are learning.
- The teacher researches, organizes, and prepares resources for students according to individual students' learning levels and needs.
- The teacher incorporates technology appropriately into the learning environment.

- The teacher evaluates students' work and maintains up-to-date records on the school information management system.
- The teacher participates in ongoing training and maintains the required Catechist Certification.
- The teacher teaches all assigned subjects and assists all students as needed, differentiating instruction when necessary.
- The teacher exhibits flexibility and collaboration throughout the school environment
- The teacher communicates effectively and professionally, in a timely manner, with the principal, students, parents, and colleagues.
- The teacher takes on added or assigned duties as needed in a spirit of service.
- The teacher supervises students at all times when in students' presence and accepts responsibility for the ongoing safety and well-being of each child.
- The teacher adheres to Code of Ethical Conduct and maintains professional boundaries with parents of students.
- The teacher complies with all workplace policies contained in the Diocese of Orange Personnel Handbook, including but not limited to employee standards of conduct, policy against harassment, electronic communications policy and social media policy.
- The teacher completes required background checks, Safe Environment Training, and other employment requirements as requested.
- The teacher will attend all school events, as mandated by the principal.
- The teacher will engage in any other job-related duties as they may occur and as requested by principal.
- The teacher maintains a thorough data binder of formative and summative assessments for each student.

**Education:**

Associates or Bachelor's degree with certification in Early Childhood Education

**Experience:** Previous teaching experience preferred. Previous director experience preferred

**Special Skills:**

- The teacher will be a practicing Catholic with general knowledge and understanding of the institution of the Catholic Church
- Aligned with the mission and philosophy of St. Joachim School
- Complies with guidelines established for CPR, first aid, and Coronavirus health and safety
- Proficient in Microsoft word, SMART board technology, document cameras, and other computerized software, school information system
- Maintains strict confidentiality and professional ethics in all situations