



La Purísima Catholic School - Job Description

POSITION TITLE: Middle School Teacher

STATUS: 10 Month Non-exempt

SUPERVISING AGENT: Principal

Job Goal: To provide for the formation of the whole child: spiritually, morally, physically, emotionally, and academically. To help the children become disciples of our Church and confident, responsible and creative leaders of the community. To instruct the students in an atmosphere of cooperation that respects individual differences and cultural traditions. Through a Christ-centered program, provide opportunities for the students to acquire the skills needed to meet the demands of the present times, while preparing them for the challenges of tomorrow.

Performance Responsibilities:

- A. Support school goals and participate in school programs and activities that promote a Catholic educational environment
- B. Plan a program of study consistent with curriculum guidelines that, as much as possible, meets the individual needs, interests, and abilities of students
- C. Guide the learning process toward achievement of identified curriculum goals and establish clear objectives for lessons, units, projects, and activities that are in harmony with those goals
- D. Choose teaching styles and instructional methods and materials that are most appropriate to meet student needs and identified objectives
- E. Assess the accomplishments of students on a regular basis and communicate assessments as required to students, parents, and the administration
- F. Identify, on a tentative basis, students with special learning challenges, making appropriate referrals when necessary
- G. Create and maintain a classroom environment that fosters positive student learning consistent with school expectations for orderliness, freedom of expression, and respect for others
- H. Counsel and confer with colleagues, students, parents, and administration on a regular basis
- I. Assist the administration in implementing Diocesan and school policies and rules governing student life and conduct, and governing both in-class and out-of-class student supervision
- J. Cooperate with Diocesan and school efforts to maintain and improve professional and catechetical competence
- K. Attend staff meetings, serve on faculty committees, and participate in after-school activities as required
- L. Serve as coordinator of specific programs
- M. Faculty members specifically agree to:
 - 1. Perform the duties of a teacher faithfully and satisfactorily at the time, place, and for the periods prescribed and directed by the school
 - 2. Comply with all rules and regulations promulgated by La Purísima Catholic School, the Department of Catholic Schools for the Diocese of Orange, and the United States Department of Education
 - 3. Be "careful always to choose the right course; to be brave under trials; and to make the preaching of the Good News their life work, in thoroughgoing service" (2 Timothy 4:5)
 - 4. Conduct themselves with due regard to public conventions and morals and the teachings of the Catholic Church

5. Conduct themselves as moral persons, community leaders, and faithful citizens of Church and State, and to act accordingly at all times
6. Follow all rules and regulations contained in the La Purísima Catholic School Faculty and Staff Handbook, or as prescribed in official written or verbal directives issued by La Purísima Catholic School or the Orange Diocesan Department of Catholic Education
7. Notify La Purísima Catholic School in writing regarding availability for employment during the next academic year
8. Conscientiously prepare for each class
9. Promptly submit all required reports on or before the deadlines
10. Keep student grades and attendance records up-to-date and in the strictest confidence
11. Maintain good discipline in the classroom, referring serious problems to the principal
12. Cooperate with the school administration in all matters
13. Participate in parent-teacher conferences and other school-related activities which foster the highest academic objectives
14. Enforce student observance of school regulations which are contained in the La Purísima Home and School Handbook
15. Report to classes at the scheduled time, notifying the principal well in advance when a substitute teacher will be needed
16. Prepare lesson plans and materials to be used by the substitute teacher
17. Maintain a professional attitude toward subject matter taught through memberships in professional organizations, professional reading, and participation in professional conferences and school in-service programs
18. Keep homeroom students informed of all activities and assume all other homeroom duties, i.e., bulletin board displays, supervision of cleanliness of assigned area, etc.
19. Check students daily for complete uniform and neatness of personal appearance
20. Fulfill supervision duties punctually in order that schedules can be followed with exactness
21. Preserve and maintain the reputation which our teachers have earned in the past as dedicated educators with a deep personal concern for each student and for the highest qualities of education
22. Preserve and maintain the reputation of our students and parents by keeping confidences shared with you and avoiding gossip at all times.