

St. Margaret Mary Spanish K-8 Teacher job description

RESPONSIBILITY of TEACHERS

Instruction and Evaluation:

1. Plan and execute effective teaching with research based pedagogy.
2. Establish an effective and engaging learning environment.
3. Successfully plan lessons based on foreign language standards and curriculum from Archdiocese of Omaha and the state of Nebraska.
4. Evaluate students' performance by:
 - a. Administering various testing through formative/summative assessments.
 - b. Keep accurate, honest and timely grades that reflect feedback and mastery of content standards. Record grades weekly through Sycamore student information system.
 - c. Preparing students' progress reports and report cards electronically by deadlines communicated by administration and on the school yearly calendar.
 - d. Updating cumulative files as needed.
5. Make all arrangements (except buses), for field trips and guest speakers, and other position specific activities (such as science fair, Narnia tea, etc).

Classroom Management and Supervision:

1. Handle all classroom discipline in a constructive and positive manner.
2. Establish clear and consistent classroom & school procedures.
3. Establish and promote a positive classroom and school culture based on relationships and respect for human dignity.
4. Supervise common areas: bathrooms, hallways, cafeteria, playground, and church. Make student safety a priority at all times.
5. Ensure that students are supervised by you or a designated person at all times.
6. Follow Safe Environment and/or Circle of Grace training for appropriate student/teacher interactions.
7. Assist with supervision duties as assigned by the administration (such as morning or afternoon supervision, lunch & recess duty, or hallway supervision).

Communications:

1. Handle all personal, community, school and student problems in a Christian and professional manner.
2. Notify parents of academic matters, positive happenings, and discipline problems.
3. Enforce school policies and procedures with the guidelines established for communication with parents.
4. Utilize means of communication such as email, Sycamore messaging, and Google classroom.
5. Communicate instructional or curricular related problems to parents, supervisors and other support staff in a timely manner and with a proactive mindset.
6. Complete grades, duplicate report cards, and cum records.
7. Emphasize the Catholic faith in the Gospel message, community worship and service to permeate the lives of all members of St. Margaret Mary School.

Other duties as Assigned:

1. Adhere to Catholic teachings and church dogma, and other expectations such as morality consistent with Catholic values.
2. Grow professionally through participation in professional development opportunities and personal learning networks.
3. Give input on staff development, in-service and faculty meetings and contribute to committees as assigned.
4. Participate in planning and executing special programs, i.e., Catholic Schools Week, Open House, Curriculum Night, etc.
5. Attend Student Assistance Team meetings, Parent/Teacher Conferences, religious functions and school performance as necessary.
6. Work with school volunteers.