



## St. Ignatius Catholic School POSITION TITLE: Teacher

“Bound by charity to one another and to their students, and penetrated by an apostolic spirit, let them (teachers) give witness to Christ, the unique Teacher, by their lives as well as by their teachings.”

Vatican II Declaration on Christian Formation

### I. Religious Atmosphere

- A. Pray with students to develop a relationship with Jesus Christ
- B. Encourage growth in virtue
- C. Provide leadership in creating intentional disciples of Jesus Christ
- D. Model for students the joy of living out the Good News of the Gospel and the teachings of the Catholic Church
- E. Teach all required components of the Diocesan Promise to Protect Program
- F. Plan activities that engage students to share the Gospel with our faith community

### II. Teaching Responsibilities

- A. Prepare written daily lesson plans in all required subjects
- B. Support the philosophy and goals of the St. Ignatius Catholic School
  1. Use online grading software for students in applicable grades
  2. Participate in Staff Development with a positive attitude
  3. Use Catholic Classical Curriculum methods in your classroom
  4. Initiate positive communication with parents on a weekly basis
- C. Prepare instructional activities to engage all students
- D. Develop evaluation techniques that are appropriate to the expected class and individual objectives
  1. Prepare thoroughly for parent conferences
  2. Responsible to keep student records in order for review of administrator and parents.
  3. Implement a variety of assessments
- E. Use integrated instruction in the classical model
  1. Create a sense of wonder
  2. Draw specific attention to the good, true, and beautiful
  3. Build a strong knowledge base and background knowledge
  4. Connect ideas across the curriculum
  5. Incorporate the humanities and fine arts
  6. Provide opportunities for critical thinking, problem solving and the development of study skills
- F. Provide a secure, comfortable learning environment
  1. Be clear on instructions and expectations
  2. Recognize the value and dignity of each person
  3. Maintain a welcoming and neat classroom

**Mission:** We will meet the unmet demands of our students and families for a Catholic classical education to form a community of disciples of Christ.  
**Vision:** As a Catholic community, we will increase the number of virtuous leaders, thinkers, and intentional disciples of Christ working to rebuild our culture.



4. Encourage a love of learning
  5. Foster a classroom where the student feels safe and valued
- G. Responsible for the care of instructional materials and equipment

### III. Supervising Responsibilities

- A. Responsible to supervise students in accordance with the building regulations established
1. Be physically present in the area to which his/her students are assigned
  2. Encourage students to conduct themselves in the manner and mode of conduct which have been defined as acceptable by the administrator and staff
  3. Accept and perform supervisory duties as assigned
  4. Supervise and discipline regardless of grade level
- B. Shares responsibility for safety and health of every child in St. Ignatius Catholic School

### IV. Professional

- A. Responsible to carry his/her share of professional duties assigned by the administrator
1. Attend all faculty, in-service, home-school and parish meetings according to areas of responsibility
  2. Attends school functions, for example Catholic Schools Week Liturgy, Open House, Dances
  3. Actively participate in school committee assignments
  4. Serve on Diocesan committees and school committees, ex. Advent, Lent, Discipline
  5. Earn and maintains Religious Certification and Diocesan license requirements
  6. Dress professionally
  7. Consult with and be accountable to the Headmaster
- B. Responsible for continuation in professional growth
1. Be active in your pursuit of learning
  2. Read and share with colleagues
  3. Be a resource for colleagues
  4. Attend workshops and seminars in related fields for personal and professional development, especially in the area of classical education
  5. Advance oneself in the knowledge and methods of classical education

### V. Grade Level Responsibilities

### VI. Compliance

Responsible to comply with all areas addressed in the contract and policies of St. Ignatius Catholic School.

**Actively promotes St. Ignatius Catholic School and presents a positive attitude to the public.**

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Teacher Signature

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Date