



## Saint Boniface School

### **TEACHER**

#### **Position Description**

Teachers will perform all duties as assigned by the principal. These duties will include, but not be limited to the following:

#### **Personal**

Teachers will:

- adhere to the policies of Saint Boniface School, the Church of Saint Boniface personnel policies and the St. Cloud Diocesan Policies.
- attend all in-service and workshop days as scheduled.
- accept committee assignments as given by the principal at the beginning of each school year.
- accept assignments from the principal as they relate to extra duties, material requisitions, and year-end inventory and maintenance.
- respect the confidentiality of student records and any private information relating to any student at Saint Boniface School.
- arrive on time and leave at the concluding time each school day unless prior approval is granted from the principal.
- dress in a professional manner each school day. (see the Employee Handbook for CCCC)

#### **Instructional**

The teacher will:

- provide instruction in all areas of the curriculum as directed by the principal.
- follow the curriculum guidelines of the school.
- adjust his/her teaching style to accommodate the individual learning styles of his/her students.
- refer any potential speech, EBD, LD, special education, or physically challenged students to the appropriate specialist for diagnosis and the implementation of an individual educational plan.
- have regular communication with the families of his/her students which includes a minimum of one newsletter each month.
- provide meaningful communication to parents of his/her students at all parent/teacher conferences.
- provide each failing student's family a mid-quarter progress report listing options available to the student to enhance performance.
- provide student evaluation at the end of each term as designated by the principal and shall complete such evaluation in a timely manner.
- complete all cumulative folders and reports on his/her students at the end of the academic year.

- complete a written weekly lesson plan and submit that plan to the principal each week
- keep a written weekly lesson plan on her/his desk at all times in case of her/his absence.
- complete a substitute folder as directed by the principal and submit the folder to the office to be used when the teacher is absent.
- submit to formal and informal evaluations by the principal as directed.

### **Environmental**

The teacher will:

- use instructional aids in the classroom to enhance learning.
- use bulletin boards and displays in the classroom to enhance learning.
- keep her/his classroom in an order that enhances learning.
- maintain procedures for discipline that enhance learning.
- participate, support, and implement the school discipline plan.
- have and implement a management system in the classroom.

### **Professional Development**

The teacher will:

- maintain current continuing education credits and have on file at all times a valid Minnesota Teaching License.
- use the appropriated funds to attend workshops or seminars that are approved by the principal.
- use opportunities to share any knowledge gained through attendance at seminars and workshops with other faculty members.
- accept assignments in curriculum study, development, evaluation and review as assigned by the principal.

### **Spiritual Development**

The teacher will:

- attend at least one spiritual development program each school year.
- provide instruction consistent with and supportive of Catholic doctrine and theology without expressing any personal viewpoint inconsistent therewith.
- be knowledgeable in the preparation of children's liturgies and will use that expertise in planning liturgies as directed by the principal.
- conduct his/her personal affairs in such a way as to provide the students with a positive role model consistent with Catholic values.

This position description is not an offer of a contract for employment.