



# Our Lady of Mount Carmel Catholic School

## Job Description

### 1st Grade Teacher

- I. Rationale:** The Catholic School teacher fulfills the mission of the Church by preparing students to live virtuous lives in service to society and the Church. "Perfect schools are the result not so much of good methods as of good teachers, teachers who are thoroughly prepared and well-grounded in the matter they have to teach; who possess the intellectual and moral qualifications required by their important office; who cherish a pure and holy love for the youths confided to them, because they love Jesus Christ and His Church...and who have therefore sincerely at heart the true good of family and country" (Pope Pius XI, *Divini Illius Magistri*, # 88).
- II. Summary:** The Catholic School teacher is a highly skilled professional person who works in close collaboration with the principal so that he/she may effectively fulfill the various roles that must be assumed during the course of the teaching day. The different instructional and non-instructional roles that a teacher plays should be permeated by a Christ-like orientation which is seen daily in what the teacher says and does in his/her classroom environment.
- III. Employer & Supervisor:** Principal, Our Lady of Mount Carmel Catholic School
- IV. Working Relationships:** Pastor, Principal, Faculty, Staff, Parents, and Students
- V. Responsibilities & Tasks including Essential Functions:**
- ❖ Initiates, directs and evaluates learning
  - ❖ Implements the content and develops schemes of work and assessments that align with the Consensus Curriculum effectively
  - ❖ Guides students in applying knowledge and skills to new situations in accordance with the school's mission and vision
  - ❖ Monitors students in the use of learning materials and equipment
  - ❖ Promotes the Catholic identity of the school by knowledge of and respect for Catholic tradition and attends weekly Holy Mass and all prayer services and Faith Formation activities
  - ❖ Creates a Christ-like atmosphere in which each child's personal dignity is respected
  - ❖ Maintains a neat and orderly classroom
  - ❖ Helps students achieve self-discipline
  - ❖ Attempts to meet individual needs through individualized or small group instruction
  - ❖ Displays children's work in the classroom and in the hall
  - ❖ Previews videos, films and audio visual materials
  - ❖ Ensures that classroom materials are available and maintained within the classroom
  - ❖ Plans interesting and varied approaches when presenting content and materials and prepares questions for discussion
  - ❖ Correlates home assignments with lessons taught
  - ❖ Gears field trips to the age, interest and needs of the student
  - ❖ Engages in long-range, as well as weekly planning
  - ❖ Keeps attendance records
  - ❖ Checks homework assignments
  - ❖ Evaluates student work
  - ❖ Completes report cards



- ❖ Supervises in the lunchroom and school yard
- ❖ Assists with morning or afternoon duties
- ❖ Conducts formal parent/teacher conferences when the needs of the child dictate such meetings or when scheduled school-wide
- ❖ Communicates with parents through written communication on a weekly basis
- ❖ Participates actively in faculty meetings
- ❖ Accepts membership on faculty committees
- ❖ Attends educational and diocesan workshops and conferences
- ❖ Continues studies for further educational development through in-service courses or courses for advanced degree
- ❖ Joins professional organizations
- ❖ Keeps abreast of educational changes and trends
- ❖ Other duties as assigned

**VI. FLSA Status:** Exempt

**VII. Qualifications necessary in an applicant**

- ❖ Practicing Catholic in good standing and strong commitment to Catholic education
- ❖ Bachelor's degree or equivalent in Career Switchers Program (minimum)
- ❖ Licensure in current placement, certified by the Commonwealth of Virginia
- ❖ Superior communication skills (written and spoken)
- ❖ Superior interpersonal, organizational, and managerial skills
- ❖ Enthusiasm, a positive attitude, and flexibility with needs of school
- ❖ Hardworking, collaborative team member

**VIII. Working conditions/schedule:** Full-time, 10 month position, Monday-Friday, 7:30-3:30, per school calendar set by Office of Catholic Schools

**IX. Performance Appraisal:** Employee is evaluated annually according to the appraisal process of the Office of Catholic Schools

**X. Physical demands:** Physical endurance for standing for long-periods, speaking frequently, and sitting for periods as needed; must be able to fulfill outdoor and indoor duties

**XI. Salary & Benefits for the position:** Per Called to Work in Harmony

**XII. Date updated:** January 2024

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a personnel so classified.

I have read this job description and understand it, and I have received a copy.

\_\_\_\_\_  
**Employer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**