



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

TEACHER

REPORTS TO: Building Principal and RCS President

1. **RELIGIOUS ATMOSPHERE:**

- A. The teacher is to provide a good Christian model and example to the students in their personal and professional attitudes and actions.
- B. Encourage spiritual growth in students by helping them in developing inner discipline, character, socially acceptable morals, and Christian values.
- C. Provide leadership in living and celebrating life and liturgies.

2. **TEACHING RESPONSIBILITIES:**

- A. Prepare daily and weekly lesson plans in all subject areas and make these available to administration when requested.
 - B. Prepare instruction activities so as to allow for individual differences among the students assigned to the teacher's classes.
 - 1) Uses small group and individualized instruction as teaching methods
 - 2) Provides opportunities for the enhancement of the student's self concept
 - 3) Demonstrates assistance to individuals to resolve learning difficulties
3. Staff members are expected to develop evaluation techniques that are appropriate to the expected class and individual objectives. At each school teachers are expected to use the grading system which has been developed for the school or for their departments.
- A. Staff prepares adequately for parent conferences. The staff member promotes interaction with the student and parent/guardian by contacting the student and parent(s)/guardian(s) when a concern might develop.
 - B. The staff member is responsible for keeping student records in order and up-to-date for review by the administration, department chair, counselor, or parent/guardian.
 - C. The staff member initiates case conferences with resource personnel whenever needed after consultation with the school counselor and principal.
4. Encourages integral instruction whenever possible.
- A. Lesson plans include experiences which attempt to use the concept of teaching across the curriculum to pull in information from other disciplines.
 - B. The staff member provides opportunities for critical thinking, problem solving, and the development of study skills whenever possible.
 - C. The staff member updates his/her web page design on a monthly basis, as specified by the building principal.
5. Provides a safe, secure and comfortable learning environment.
- A. Maintains a clean and neat classroom.
 - B. Prepares attractive bulletin boards and displays student work when possible.
6. Supervisory Responsibilities
- A. The staff member is responsible to supervise students in accordance with the regulations established by the school and Diocese.
 - 1) Will be actively involved in supervision in all areas of the school where the staff member may be present.
 - 2) Will actively supervise hallways.
 - 3) Will be physically present in the area in which his/her students are assigned.
 - 4) Will supervise and discipline students regardless of grade level.

- 5) Will encourage students to conduct themselves in the manner and mode of conduct which has been defined as acceptable by the administration and staff as outlined in the school policies, Diocese policies, and the student handbook.
 - B. Every staff member shares the responsibility for the safety and health of each student.
7. Professional Responsibilities
- A. Each staff member is responsible to carry his/her share of professional duties assigned by the administration. Duties will be offered on a volunteer basis first, but at times may be assigned.
 - 1) Staff members are to attend all faculty meetings.
 - 2) Staff members are to attend and participate in all in-service days.
 - 3) Staff members are expected to attend all home-school and parish meetings according to their area(s) of responsibility.
 - 4) The staff member earns and maintains religious certification.
 - B. The staff member is responsible for their continued professional growth.
 - 1) The staff member will complete the necessary credits to attain a teaching license from the State of Wisconsin within the prescribed time period.
 - 2) The staff member will complete necessary credits to keep his/her teaching license updated.
 - 3) The staff member attends workshops and seminars in related fields and reads articles, books, or professional magazines to stay updated in the field of education for their personnel and professional growth.
8. Grade Level Expectations
- A. Each staff member is to provide the leadership to help all students to attempt to achieve to their maximum capacity and to provide a safe environment for all students to feel free to learn free from any type of harassment.
 - B. Each staff member is to treat each student with appropriate levels of respect. At no time should a staff member demean a student's personal worth in the presence of other students or staff members.
 - C. Staff members will do their best to present materials to their students which is age appropriate.
9. Each staff member who enters into a contract is responsible to comply with all areas addressed in the contract and policies of the Diocese of La Crosse.
10. Each staff member who enters into a contract with RCS is responsible to adhere to all policies of either entity and live by the philosophy and the mission statement of RCS.
11. Each staff member shall also:
- A. Demonstrate support of fellow employees and administration through actions and comments.
 - B. Attend meetings, workshops, conventions and training sessions when needed.
 - C. Assist in keeping their rooms clean and orderly.
 - D. Complete other duties as needed to ensure quality education to students in our Catholic schools.
 - E. Perform other duties as necessary to the position or as specified by the President.

RCS Teacher

Date

RCS Principal

Date



RCS President

04/06/2021

Date