



## CATHOLIC SCHOOLS OF FAIRBANKS

### Teacher Job Description

The Catholic Schools of Fairbanks (CSF) relies on its teachers to be devoted to promoting academic excellence and nurturing a welcoming, compassionate Catholic community. Specifically, all CSF teachers are dedicated to supporting the following school-wide expectations for student learning: students will exhibit leadership in church, community and society; students will thrive in a community of faith; students will be continuously challenged to realize their potential as lifelong learners; and students will demonstrate self respect, self confidence, and self discipline. While CSF respects each employee's right to pursue his/her own personal faith, it is understood that in accepting employment with CSF the teacher is agreeing to respectfully and actively uphold the practices of the Catholic Church and the school's Catholic identity.

In May of 2013, the Catholic Schools of Fairbanks was "Endorsed" by the Oregon Province of the Society of Jesus. This endorsement commits CSF to embracing and carrying out Ignatian Pedagogy and Spirituality. The characteristics of a Jesuit School educator are: Open to Growth, Religious, Loving, Intellectually Competent, Professionally Competent and Committed to Justice.

The Catholic Schools of Fairbanks Mission and belief statements from the 2010 Accreditation Process and Ignatian Principles dovetail and form the foundation of the school for faculty, administrators, students and families.

#### **I. SUPPORTS A COMMUNITY OF FAITH**

- A. Supports and implements the mission/philosophy of Catholic education and the schools, including the formal religious education program.
- B. Gives evidence of lived Gospel values
  1. Celebrates liturgical prayer, prayer services, faith-sharing activities, and other forms of prayer with faculty, students, and parents (school community)
  2. Speaks, acts, and instructs students in a manner that is consistent with the teachings of the Church on issues of faith and morals
  3. Integrates religious attitudes and values into secular subjects , including classroom topics of instruction, as appropriate
  4. Exemplifies a sense of mercy and justice in dealing fairly with students and parents
- C. Participates in building faith community
  1. Contributes to a cooperative spirit within the school community
  2. Demonstrates a willingness to plan, encourage, and participate in community-building activities (religious, social and educational)
  3. Welcomes all members to the community with a Christ-like spirit of openness, acceptance and helpfulness
  4. Demonstrates a spirit of reconciliation when participating in problem situations affecting the faith community

## **II. INSTRUCTIONAL PROCESS**

- A. Demonstrates evidence of prior planning and preparation
  - 1. Shows evidence of long-and short-range lesson planning, following curriculum guidelines, forms and timelines established by the school
  - 2. Provides lesson plans for principal as requested.
  - 3. Develops a packet for substitute teachers with general classroom guidelines and provides lesson plans for a substitute when absent
  - 4. Maintains accurate student attendance records
- B. Presents classes clearly and effectively
  - 1. Supports school discipline plan and establishes expectations and appropriate consequences for classroom behavior
  - 2. Uses instructional time completely, efficiently and effectively
  - 3. Addresses various learning styles of children by utilizing multi-sensory teaching strategies
  - 4. Demonstrates ability to motivate students
  - 5. Maintains an attractive, orderly room with functional bulletin boards
- C. Evaluates student progress effectively
  - 1. Uses evaluation techniques that support school philosophy and relate to curriculum guidelines
  - 2. Provides prompt feedback as a continual guide in planning and modifying instruction when necessary
  - 3. Uses evaluation of student progress as a continual guide in planning and modifying instruction when necessary
  - 4. Maintains students' records consistently, accurately, and neatly
  - 5. Uses a variety of accepted evaluation techniques
- D. Uses a variety of techniques for communicating student progress in a timely manner, for example:
  - 1. Progress reports posted electronically at least as frequently as required by the school
  - 2. Phone calls and, when appropriate, emails to parents/guardians
  - 3. Portfolios
  - 4. Required parent signatures on graded exams/papers

## **III. INTERPERSONAL RELATIONSHIPS**

- A. Uses discretion in all aspects of relations as they pertain to employment at the Catholic Schools of Fairbanks
- B. Demonstrates openness and cooperation in working with the administration
  - 1. Avoids discussing disagreements with administration/faculty/staff in the presence of students/parents/other staff
  - 2. Keeps administration informed of activities, problems, and communications
  - 3. Informs administration and counselor of students with special needs and/or special circumstances
  - 4. Reports any knowledge or suspicion of child abuse as required by law
- C. Works cooperatively and positively with colleagues and support staff
  - 1. Shows appreciation for unique contributions of each staff member
  - 2. Avoids idle and unprofessional talk about school personnel, students and parents

3. Collaborates with others in planning and implementing projects
  4. Respects the position and work load of colleagues
- D. Demonstrates positive interpersonal relations with students
1. Is reasonably available to students during the school day
  2. Maintains professionalism when relating with students
- E. Maintains positive interpersonal relations with parents
1. Provides a climate which initiates and invites communication with parents
  2. Gives serious consideration and appropriate action to parental comments and criticism
  3. Participates actively in school-sponsored parent meetings and programs

**IV. OTHER PROFESSIONAL RESPONSIBILITIES**

- A. Personal attributes
1. Displays emotional stability, sensitivity, appropriate humor, flexibility, good judgment, and a positive, enthusiastic attitude
  2. Dresses professionally and in accordance with school guidelines
  3. Uses oral and written English correctly
  4. Complies with all the policies stated in the Employment Agreement, Personnel Handbook and School Handbook
- B. Demonstrates a sense of professional responsibility and leadership
1. Refrains from entering into an agreement with any other school which would conflict with the employment agreement currently in effect
  2. Participates in school's self-study and evaluation activities
  3. Accepts, willingly, extra assignments and supervisions (e.g.: lunch, playground, and/or dismissal)
  4. Attends all faculty meetings, in-services, and other meetings as specified by the principal unless excused by the principal prior to the meeting
  5. Is responsible for the care and use of instructional materials, equipment, and school facilities
  6. Reviews fire and earthquake drills and emergency procedures and practices with students regularly
  7. Provides necessary documentation for personnel file
  8. Follows directives regarding collection of monies
  9. Abides by the Code of Ethics and Conduct as outlined by the Alaska Professional Teaching Practices Commission and by the Diocese of Fairbanks

**V. PROFESSIONAL GROWTH**

- A. Keeps abreast of developments in curriculum and methodology
- B. Interacts with colleagues to further professional growth
- C. Takes advantage of opportunities for professional improvement
1. Actively participates in the teacher evaluation process
    - a. Accepts constructive criticism positively
    - b. Corrects area noted for growth
  2. Participates in school, regional, or other in-services in consultation with the principal
- D. Completes necessary work toward obtaining and/or maintaining a valid license