



## **Monsignor Donovan Catholic High School Job Description**

**Title:** Teacher (All Subjects)

**Supervisors:** Head of School and Associate Head of School

**Status:** 10-month Employment Agreement

**Hours:** 7:30 am-4:00pm

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**Summary:** The Catholic school teacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. Because Catholic schools educate their students to promote the kingdom of God, it is important that all teachers are role models for students, exemplifying Catholic teachings and values in their lives and in their actions. The teacher is accountable to the principal to provide education to the students in the subjects assigned, to implement the Monsignor Donovan Catholic High School School Core Values, to follow the policies of Monsignor Donovan Catholic High School, and adhere to the directives set by Monsignor Donovan Catholic High School administration.

### **Major Duties and Responsibilities**

- Cultivates a classroom atmosphere conducive to learning
- Maintains classroom management
- Organizes and prepares resources for students
- Incorporates technology to effectively create a 21st century learning environments within the classroom
- Teaches assigned subjects
- Leads daily prayer and participates in school liturgies
- Assists students as needed
- Supervises areas as assigned
- Communicates professionally and in a timely manner with parents
- Assists with all-school liturgies as requested
- Plans instruction carefully and implements effectively
- Evaluates and grades students' work
- Cooperates with the principal and staff in the planning and development of curriculum
- Performs other duties as assigned by the Head of School or Associate Head of School

### **Record Keeping Duties**

- Maintains grades and prepares grade reports
- Records daily period of students at the beginning of each class
- Completes all required forms and reports

### **Meetings and Organizations**

- Attends all faculty and in-service meetings, Teachers' Convention and other meetings as needed

### **Job Specification**

- Actively engages in professional development
- Participates and meets the requirements of Sustaining the Mission and maintains the appropriate level of certification.

**Qualifications/Requirements**

- Practicing Catholic preferred
- Current teaching certification issued by the State of Georgia (if applicable) or ability to attain within two years
- Bachelor degree in education and/or Area being assigned to teach
- Adhere to Code of Ethical Conduct
- Completion of background checks and Safe Environment training prior to employment
- Previous high school teaching experience preferred.

**For All Employees:**

- Support of and commitment to the mission and vision of Donovan.
- Contribution to discussions and ideas impacting the learning environment at Donovan while maintaining professionalism and respect.
- Collaborate and communicate in an appropriate, timely, professional manner.
- Establish and model behaviors that promote high expectations for students, staff, and faculty.
- Model the importance for lifelong learning through commitment to ongoing professional development.
- Develop, nurture and maintain relationships that promote respect and success for all.
- Know, serve and live in accordance with the teachings of the Catholic faith.
- Abide by all policies, procedures and the employee handbook.
- Demonstrate stewardship in the use of material and financial resources.
- Perform other duties as assigned.

**Working Environment:**

Ability to work some evenings and weekends as well as attend early morning or late afternoon meetings outside of regularly scheduled work hours

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**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

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**HEAD OF SCHOOL SIGNATURE**

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**DATE**

May 2020