

St. Michael Indian School
Position Description

CLASSIFICATION:	Certified	
TITLE:	Teacher	
TERMS OF EMPLOYMENT:	SALARY:	Instructional Salary Schedule
	WORK YEAR:	10 months
	BENEFITS:	Standard
	WORK HOURS:	8 A.M. to 4 P.M. or as Assigned

QUALIFICATIONS:

1. Understands that teaching in a Catholic school is participation in the Church's ministry of education.
2. Accepts that the school functions in accordance with and is committed to the Catholic philosophy.
3. Has a bachelor degree in applicable field of education from an accredited college or university.
4. Meets Arizona state certification requirements in the appropriate field of education.
5. Has other required qualifications as the Board may deem appropriate.

JOB GOALS:

To strive toward the ideals and qualities desired in persons engaged in the ministry of Catholic education.

To help students learn religious truths, subject knowledge, and academic and social skills that will contribute to their ability to function as contributing members of society; to become life-long learners; to develop an understanding of the Navajo, American and other cultures.

DUTIES AND RESPONSIBILITIES:

1. Models qualities and attitudes that strengthen the school as a faith community.
2. Takes responsibility for contributing to an atmosphere that fosters the development of the faith of the students.
3. Teaches content and skills in assigned subject areas, integrating Christian values into all courses, using adopted textbooks, and enforcing approved course of study to meet Arizona Standards.
4. Plans lessons that meet the individual needs, interests, and ability level of students.
5. Provides individual and small group instruction in order to adapt the curriculum to the needs of each student.
6. Creates safe and orderly environment, conducive to learning and appropriate to students' maturity and interests.
7. Exercises supervision over students in and out of the classroom when assigned.
8. Assumes responsibility for professional development; for keeping current with literature, new research findings, and improved teaching techniques; and for attending appropriate professional meetings and conventions.
9. Encourages students to think independently and to express original ideas.
10. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.

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11. Assesses accomplishments of students on a regular basis and provides progress reports and grades as required.
12. Identifies student needs, and cooperates with other professional staff members in assessing and helping students solve problems associated with health, attitude, and learning difficulties.
13. Communicates with parents and school counselors in the interest of each student.
14. Makes decisions regarding retention and promotion of students in consultation with the principal.
15. Maintains accurate, complete, and correct information relating to attendance, lesson plans, I.E.P's and other record keeping.
16. Maintains confidentiality of student records.
17. Participates in faculty meetings and the sponsorship of student activities.
18. Attends with students school Masses and other religious activities.
19. Maintains professional competence through in-service education activities provided by the school, the Diocese and/or self-selected professional growth activities.
20. Maintains current inventory control of all equipment and materials in the individual's work area or classroom.
21. Follows mandates of State, Federal and the Navajo Nation Laws as well as established Diocesan policies.
22. Performs other work-related duties as assigned.

PHYSICAL EFFORT: Special requirements such as lifting heavy objects and frequent climbing. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects.

WORKING ENVIRONMENT: Normal office surroundings

SUPERVISION RECEIVED: **Principal**

SUPERVISION GIVEN: **Instructional Assistants and Student Aides**

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisor signature

Date

Employee signature

Date

Board Approval
March 2009