

DIOCESE OF AUSTIN  
JOB DESCRIPTION

**TEACHER**

**QUALIFICATIONS:**

1. Holds appropriate degree in assigned teaching position
2. Supports the philosophy of Catholic School Education

**SPECIFIC RESPONSIBILITIES:**

1. **TEACHING SKILLS**

- 1.1 Demonstrates knowledge of subject(s) taught
- 1.2 Prepares logically sequenced instructional plans with specific student objectives
- 1.3 Provides instruction at an appropriate level of understanding
- 1.4 Provides for individual student learning differences
- 1.5 Follows approved curriculum
- 1.6 Uses effective instructional methods/models
- 1.7 Presents materials in a clear understandable manner
- 1.8 Uses tests as an instructional tool

2. **CLASSROOM MANAGEMENT SKILLS**

- 2.1 Maintains an organized room
- 2.2 Maintains current records
- 2.3 Maintains fair and consistent discipline
- 2.4 Uses verbal/non-verbal reinforcement
- 2.5 Documents and reports progress to students/parents

3. **INTERPERSONAL SKILLS**

- 3.1 Is consistently courteous
- 3.2 Maintains open two-way communication
- 3.3 Shows consideration for the feelings, values, interests and concerns of others

4. **PROFESSIONAL SKILLS**

- 4.1 Uses voice effectively
- 4.2 Uses vocabulary appropriate to students
- 4.3 Uses correct English in written and spoken communications
- 4.4 Follows/enforces school policies
- 4.5 Meets professional obligations

5. **CHRISTIAN WITNESS**

- 5.1 Displays a positive/supportive attitude toward school and its philosophy
- 5.2 Supports the school's religious education program