

Catholic Schools Office
Diocese of Fort Wayne-South Bend
PO Box 390
Fort Wayne IN 46801

ESSENTIAL QUALIFICATIONS – TEACHER

Responsible to: Principal

Duties and Responsibilities:

- Models and teaches Catholic values and morals.
- Works cooperatively with administrators, faculty, students and parents to form Christian community in the school and parish.
- Prepares lesson plans and teaches in assigned subject area and grade level in accordance with state and diocesan guidelines.
- Recognizes the variety of student learning styles and facilitates learning by adapting instructional methods and teaching materials to student needs.
- Uses various assessments to measure student growth.
- Assigns and monitors student activities to promote student learning.
- Supervises students within the school. Supervises students both at and away from the school when participating in school-sponsored activities in an official capacity.
- Consistently enforces the school's discipline policies.
- Communicates regularly and effectively with parents regarding student progress.
- Maintains school records as required by school policy.
- Commits to ongoing faith formation and professional growth.
- Performs other work related duties as assigned.

Education, Experience and Skills Required:

- Teachers "must have a knowledge of, and a respect for, the Catholic faith and a commitment to Christian living. It is highly recommended that whenever possible, a Catholic in good standing, endowed with a Catholic philosophy, be hired to work in a Catholic school." (P3020) To clarify and develop this role, all teachers participate in Religious Education in-service days during the school year.
- Indiana teaching license in appropriate grade level/teaching area; or demonstrated eligibility to receive license.
- High level thinking skills.
- Currently qualified to speak and write coherently, fluently and grammatically correct English.
- Currently physically qualified to supervise students adequately.
- Strong written, verbal presentation, and interpersonal skills.