



DIOCESE OF  
**FORT WAYNE SOUTH BEND**  
SECRETARIAT FOR CATHOLIC EDUCATION  
CATHOLIC SCHOOLS OFFICE

PO Box 390, Fort Wayne IN 46801 | PHONE 260-422-4611 | FAX 260-426-3077

## **Duties of the Teacher**

**Responsible to:** Principal

### **Duties and Responsibilities:**

- Models and teaches Catholic doctrine, values, and morals.
- Works cooperatively with administrators, faculty, students and parents to form a faith 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.
- Participates in diocesan and school improvement goals including professional development.
- Fosters the spiritual development of students.

### **Education, Experience and Skills Required:**

- See P3020 for Non-discrimination and Religious Standards.
- 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.