



ST. BERNARD SCHOOL

251 East Bridge Street • Breaux Bridge, LA 70517-5027

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JOB DESCRIPTION AND QUALIFICATIONS

Job Title: Teacher

Summary: The full-time Teacher is responsible for planning and directing learning and to lead students toward the fulfillment of their potential for intellectual, emotional, psychological and physical growth and maturation. The full-time Teacher is expected to work all days of instruction, attend in-services, and all Professional Development Days or meetings.

Supervisor: Principal and Assistant Principal

Supervision Given: Students

Responsibilities:

1. Demonstrates commitment to the goals of Catholic Education.
2. Meets and instructs students in the locations and at the times designated.
3. Strives to implement, by instruction and action, the school's philosophy of education and instructional goals and objectives.
4. Takes reasonable precautions to protect students, equipment, materials, and facilities.
5. Maintains accurate and complete records as required.
6. Assists in the selection of books, equipment, and other instructional material.
7. Assists and cooperates in planning instructional policies, goals, objectives and methods.
8. Works to establish and maintain open lines of communication with students, parents, community, and other school personnel.
9. Actively participates in the planning and implementation of any field study opportunities and events.
10. Actively monitors and ensure the safety and well-being of all students in the classrooms, hallways, assemblies, and liturgical celebrations, particular those under their direct care.
11. Initiates referrals for those students requiring such services.
12. Attends staff meetings, serves on committees, and accepts co-curricular activities.
13. Upholds and enforces school rules, administrative regulations, and policies.
14. Documents Required Services and maintains religious education hours.
15. Performs such other related duties as assigned by the principal.

Outline of Instructional Responsibilities:

PLANNING

COMPONENT A. The teacher plans effectively for instruction.

1. Specifies learner outcomes in clear, concise objectives
2. Includes activity/activities that develop objectives
3. Identifies and plans for individual differences
4. Identifies materials, other than standard classroom materials, as needed for lesson
5. States method(s) of evaluation to measure learner outcomes

MANAGEMENT

COMPONENT A. The teacher maintains an environment conducive to learning

1. Organizes available space, material, and/or equipment to facilitate learning
2. Manages and/or adjusts allotted time for activities planned

COMPONENT B. The teacher maximizes the amount of time available for instruction

1. Manages routines and transitions in a timely manner
2. Manages and/or adjusts allotted time for activities planned

COMPONENT C. The teacher manages learner behavior to provide productive learning opportunities.

1. Establishes expectations for learner behavior
2. Uses monitoring techniques to facilitate learning

INSTRUCTION

COMPONENT A. The teacher delivers instruction effectively.

1. Uses technique(s) which develop(s) lesson objective(s)
2. Sequences lesson to promote learning
3. Uses appropriate teaching material(s) to achieve lesson objective(s)
4. Adjusts lesson when appropriate
5. Integrates technology into instruction

COMPONENT B. The teacher presents appropriate content

1. Presents content at a developmentally appropriate level
2. Presents accurate subject matter
3. Relates relevant examples, unexpected situations, or current events to the content
4. Answers questions correctly and/or directs students to additional sources (i.e., references, labs, learning centers, etc.)

COMPONENT C. The teacher provides opportunities for student involvement in the learning process.

1. Accommodates individual differences
2. Demonstrates ability to communicate effectively with students
3. Stimulates and encourages higher order thinking at the appropriate development levels
4. Encourage student participation

COMPONENT D. The teacher assesses student progress

1. Uses assessment technique(s) effectively
2. Monitors ongoing performance of students
3. Provides timely feedback to students regarding their progress

The above list reflects the general details considered necessary to describe the primary functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job, or assigned by supervisory personnel.

Qualifications:

1. Practicing Catholic in good standing with the Church
2. Holds a minimum of a Bachelor's degree from an accredited university in the area of education, preferred

3. Holds a valid and current teaching license in the grade band/content area of instruction, preferably from the State of Louisiana
4. Effective organization and communication skills
5. Ability to work cooperatively with others

Working Conditions, Physical Requirements, and Environment:

1. Efficient in current technology, such as Google Platforms and Microsoft Office, and be willing to learn and implement programs used by SBS
2. Ability to be on one's feet for at least 5 hours
3. Ability to run, jump, stoop, and bend
4. Ability to monitor outdoor activities
5. Ability to lift and move heavy objects

Initial _____

Date _____