



ST. BERNARD SCHOOL

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JOB DESCRIPTION AND QUALIFICATIONS

Job Title: Arts Teacher

Summary: The Arts Teacher is responsible for the planning and direct learning of the students in the arts program offered at SBS. The Arts Teacher assists in the building of a robust arts program that fosters the engagement of the rich culture of Acadiana and the community partnerships between St. Bernard and the wider community

Supervisor: Reports to the Principal and Assistant Principal

Supervision Given: Students

Responsibilities:

1. Demonstrates commitment to the goals of Catholic Education
2. Works with the Principal, Development Director, and Director of Student Services in formulating and creating a strategic plan for the growth of the arts program at SBS.
3. Works to form a collaborative partnership between professionals in the arts community and SBS.
4. Assists in the evaluation of possible funding available to help grow the Arts program at SBS.
5. Assists in the creation and implementation of the arts curriculum at SBS

Teaching

1. The teacher will plan effectively for instruction.
 - a. Specifies learner outcomes in clear, concise objectives
 - b. Includes activity/activities that develop objectives
 - c. Identifies and plans for individual differences
 - d. Identifies materials, other than standard classroom materials, as needed for lesson
 - e. States method(s) of evaluation to measure learner outcomes
2. The teacher will maintain an environment conducive to learning
 - a. Organizes available space, material, and/or equipment to facilitate learning
 - b. Manages and/or adjusts allotted time for activities planned
 - c. Manages routines and transitions in a timely manner
 - d. Establishes expectations for learner behavior
 - e. Uses monitoring techniques to facilitate learning
3. The teacher will deliver instruction effectively.
 - a. Uses technique(s) which develop(s) lesson objective(s)
 - b. Sequences lesson to promote learning
 - c. Uses appropriate teaching material(s) to achieve lesson objective(s)
 - d. Adjusts lesson when appropriate
 - e. Presents content at a developmentally appropriate level
 - f. Presents accurate subject matter
 - g. Relates relevant examples, unexpected situations, or current events to the content

- h. Answers questions correctly and/or directs students to additional sources (i.e., references, labs, learning centers, etc.)
4. The teacher will provide opportunities for student involvement in the learning process.
 - a. Accommodates individual differences
 - b. Demonstrates ability to communicate effectively with students
 - c. Stimulates and encourages higher order thinking at the appropriate development levels
 - d. Encourage student participation
5. The teacher assesses student progress
 - a. Uses assessment technique(s) effectively
 - b. Monitors ongoing performance of students
 - c. Provides timely feedback to students regarding their progress
 - d. Provides evidence of student academic growth under his/her instruction
6. Meets and instructs students in the locations and at the times designated
7. Strives to implement, by instruction and action, the school's philosophy of education and instructional goals and objectives
8. Takes reasonable precautions to protect students, equipment, materials, and facilities.
9. Maintains accurate and complete records as required
10. Assists in the selection of books, equipment, and other instructional material
11. Assists and cooperates in planning instructional policies, goals, objectives and methods
12. Works to establish and maintain open lines of communication with students, parents, community, and other school personnel
13. Initiates referrals for those students requiring such services
14. Attends staff meetings, serves on committees, and accepts co-curricular activities
15. Upholds and enforces school rules, administrative regulations, and policies
16. Documents Required Services
17. Demonstrates commitment to the goals of Catholic Education

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
3. Teaching license and experience is preferred
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 run, jump, stoop, and bend
3. Ability to monitor outdoor activities
4. Ability to be on one's feet for an extended period of time