

DIOCESE OF LA CROSSE
JOB DESCRIPTION
TEACHER

- I. Religious Atmosphere
 - A. Provide a good Christian model and example in one's attitudes and actions.
 - B. Encourage spiritual growth in students by developing inner discipline, character, morals and values.
 - C. Provide leadership in living and celebrating life and liturgies.

- II. Teaching Responsibilities
 - A. Prepare daily lesson plans in all required subjects.
 - B. Prepare instructional activities allowing for individual differences among the students assigned.
 - 1. Use small group and individualized instruction as a mode of instruction.
 - 2. Provide opportunities for the enhancement of the students' self-concepts.
 - 3. Assist individuals to resolve learning difficulties.
 - C. Develop evaluation techniques that are appropriate to class and individual objectives.
 - 1. Prepare adequately for parent conferences.
 - 2. Keep reliable set of records in order for review by administrator, department chair and parents.
 - 3. Call for case conferences with resource personnel whenever consultation with the administrator determines need.
 - D. Encourage integrated instruction whenever possible.
 - 1. Plan experiences which include various disciplines.
 - 2. Incorporate the humanities and fine arts.
 - 3. Provide opportunities for critical thinking, problem-solving and the development of study skills.
 - E. Provide a secure and comfortable learning environment.
 - 1. Maintain a neat classroom.
 - 2. Encourage a love of learning.
 - 3. Prepare attractive bulletin boards and display students' work.
 - F. Take responsibility for the care of instructional materials and equipment.

- III. Supervising Responsibilities
 - A. Responsible to supervise students in accordance with the building regulations established.
 - 1. Provide supervision in the areas to which his/her students are assigned.

