



St. George Catholic School is a Christ-centered, family-oriented community, with a history and tradition of excellence. Gospel values are integrated with academics within a progressive curriculum, promoting faith development through liturgy, prayer, and service.

St. George Catholic School is an elementary school within the Diocese of Baton Rouge. The Pastor of St. George Catholic Church is the chief administrative officer of the whole parish and shares his professional responsibilities with the principal. The principal is the administrative head of the school and is responsible for its effective operation. As a SACS accredited school and a National Blue Ribbon School of Excellence, St. George Catholic School provides education to over 1,100 students in grades Pre-K through 8th.

Position: TEACHER | Report to: Principal and Assistant Principal | Exempt Position

A teacher at St. George prepares and implements lessons in accordance with the learning standards set forth by the Diocese of Baton Rouge. The teacher assesses students to ensure the standards are met and provides support for those in need. The teacher fulfills the mission of St. George Catholic School by creating a loving, safe, supportive, and nurturing environment that promotes academic, spiritual, emotional, and social growth.

JOB SUMMARY: The Teacher is responsible for:

- 1) Developing and implementing effective lesson plans reflecting curriculum goals
 - Develop daily lesson plans that reflect the needs of all students
 - Plan for instruction with logically sequenced objectives based on adopted curriculum
 - Utilize varied assessment tools to perform both formative and summative assessments
 - Identify students whose needs are not being met and create a plan of action for those students

- 2) Providing rigorous and engaging methods of learning through a variety of educational techniques
 - Use effective instructional methods and models according to professional standard practice
 - Utilize appropriate material and resources for students to engage in learning
 - Organize materials and workspaces required for daily instruction and activities
 - Integrate the use of technology within the curriculum
 - Strive to develop talents and abilities of all students through a variety of measures

- 3) Implementing total classroom management, including effective parent communication

- Provide a safe, clean and organized classroom environment
- Ensure students' safety outside of the classroom
- Provide positive, consistent discipline so students work effectively in the classroom
- Establish routines and provide positive guidance
- Encourage and monitor social interaction among the students
- Model appropriate conflict resolution to the students
- Maintain current and accurate records according to school policies
- Communicate with parents regarding academic, behavioral, and safety concerns

Qualifications

- Bachelor's degree in education or related field
- State certified or applying for state certification
- Must complete Religion Certification Part I within two years of hire and Religion Certification Part 2 within six years of hire
- Must maintain compliance with the Diocese of Baton Rouge Ethics and Integrity in Ministry (EIM) policies throughout employment period
- Ability to support and assist in fulfilling the mission of St. George Catholic School
- Ability to uphold the philosophy of Catholic education by acting as a witness to Gospel values and modeling the teachings of the Roman Catholic Church

Other Skills/Requirements

- Support and uphold the philosophy of Catholic education and the mission of the school
- Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church
- Support and adhere to the policies and procedures of the school
- Ability to maintain confidentiality regarding school matters
- Ability to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in collaborating with peers to enhance the work environment and support instructional planning
- Skill in demonstrating professionalism in conduct, demeanor and work habits
- Knowledge of applications associated with Google
- Proficient in use of technology

Working Environment/Conditions

- Teacher should be able to lift boxes and books
- Teacher should be able to withstand the climate of Louisiana for a certain period of time while on duty
- Teachers must be able to walk briskly while transporting students around campus
- Teachers must be able to work in fast-paced environment that may change rapidly

- Teachers may be called to work outside of normal school hours, as events require

Employee Acknowledgement

I understand that this job description is a summary of the essential duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. I understand that this job description is subject to change at the discretion of administration.

I have received a copy of this job description and I acknowledge that I understand and will perform the duties of the job according to the standards set forth above.

Employee Signature

Employee Name Printed

Date