

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Catholic School Teacher-Minister

STATUS: Exempt

EFFECTIVE DATE: August 1, 2024

POSITION SUMMARY:

The Catholic School Teacher-Minister serves as instructor of the school's religious and academic programs for the students. The Teacher-Minister is tasked with designing and implementing engaging lessons that broaden the student's understanding of the subject area. The Teacher-Minister is expected to uphold and model the school's Catholic identity, integrate faith teaching into their classroom and exemplify Catholic teachings and values in their actions. The Teacher-Minister works to broaden understanding of his/her field and maintains professional development goals. The Teacher-Minister encourages positive relationships and communication between students and contributes to a wider atmosphere of Christian respect throughout the school.

CREDENTIALS & EXPERIENCE:

The role of Catholic School Teacher-Minister requires the following skills and experience to assure effectiveness in the position: Minimum of Bachelor's degree; Valid teaching license issued by the state of Ohio; Minimum course requirements for teaching subject area, as defined by Archdiocesan policy; Comply fully with the Ohio Catholic School Accrediting Association; Demonstrated strong public relations skills, including verbal and written communication skills; Ability to work collaboratively; Proficiency in communication technologies; Must understand and uphold the teachings of the Catholic Church; Must exemplify Catholic living both in and out of the classroom; Preference given to Catholic teachers.

REPORTS TO: The Principal (or designee)

ESSENTIAL DUTIES & RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. Designs, executes, and evaluates engaging lessons for students in the assigned grade level.
2. Upholds and models the Catholic identity of the school. Seeks out opportunities to integrate faith teaching into the class. Works toward the creation of a Catholic community within the classroom and entire school community. Maintains an awareness of his/her role as a Catholic school teacher and its impact on the community. Strives to achieve the goals of Catholic education and shows knowledge of the Catholic philosophy of education. Promotes Catholic values and provides opportunities for students to be prepared for life in today's Church and society.
3. Leads daily prayer and participates in school liturgies.
4. Escorts students to specialty classes, church and other areas as required. Assists students as needed and supervises areas as assigned (e.g., recess duty, etc.). Must be able to perform

- any and all duties to physically supervise students in case of an emergency as prescribed in the School Safety Plan.
5. Completes and submits lesson plans that provide for a diversity of learning opportunities and appeal to different types of learners. Lesson plans should be reflective of the school's curriculum standards.
 6. Energetically instructs students in subject content, providing for a diversity of learning activities.
 7. Monitors student growth through regular assessments of student performance. Maintains grades and prepares grade reports.
 8. Seeks out opportunities to integrate instruction with the latest information technology, as directed by the school's Technology Plan.
 9. Encourages and models positive behavior amongst the students at all times.
 10. Communicates regularly with students about their performance.
 11. Communicates regularly and timely with parents about their child's performance. Conducts conferences, when necessary, for students who are not performing.
 12. Implements and monitors Individualized Service Plans (ISP's) for students with defined special needs.
 13. Engages in professional development to continue his/her understanding of the subject area and teaching as a craft. Continues professional development to remain current with religious and academic standards. Maintains a current professional teaching license.
 14. Maintains Individual Professional Development Plan (IPDP). Meets regularly with the administration to evaluate progress on goals.
 15. Participates in classroom observations and annual evaluation by the administration.
 16. Maintains positive lines of communication with other faculty, support staff, and members of the administrative team.
 17. Maintains a safe and orderly classroom environment (i.e., classroom management).
 18. Understands and follows all Parish/School, Archdiocesan Educational, and other Archdiocesan policies, as well as the Teacher-Minister Contract.
 19. Attends faculty meetings, department meetings, and other meetings (as required).
 20. Other duties as assigned by the Principal.

PHYSICAL/MENTAL REQUIREMENTS:

Requires appropriate coordination, balance, and manual dexterity; normal mental and visual ability; and ability to lift as required in a normal office environment. Requires ability to monitor students in a variety of locations with noise, activity, and inclement weather. Must be able to traverse stairs, up and down.

REQUIRED ACTIVITIES:

Walking, sitting, standing, stooping, lifting, reaching, talking, handling, hearing, carrying, and keyboarding.

SUPERVISION RECEIVED:

The Principal (or designee)

SUPERVISION EXERCISED:

(None)

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Principal-Minister

Teacher-Minister

Date: _____

Date: _____