

ASCENSION CATHOLIC ACADEMY: Ascension School

Position Description

Name:

Date:

Position Title: Teacher

Reports to: Principal

FLSA Status: Exempt

Receives Work Direction From:
Principal and Assistant Principal

Provides Work Direction To:
Volunteers in Classroom

Schedule: Full time (with benefits) 40+ hours per week; ten- month position. Work schedule to follow the established Ascension Catholic Academy Calendar.

Purpose of Position

To provide instructional classes in all assigned subjects in accordance with the school/parish mission statements, **guiding principles**, philosophy, handbooks, curriculum, and directions established by the Principal, Assistant Principal, President, and Pastor.

We are looking for candidates who are mission driven, attentive to results and have a strong calling to serve in a faith filled urban school.

General Responsibilities

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of

Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal. This position does not require that the employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. **Teachers will be required to teach adopted Catholic Religion Curriculum** which includes PCYI curriculum, leading daily prayer and supervision at mass. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

POSITION QUALIFICATIONS and DUTIES

1. BA/BS degree
2. Appropriate educational experiences
3. Maintain current State of Minnesota Teaching License
4. Successfully complete a background check
5. Ability and willingness to actively participate in Faculty Meetings and Learning Teams.
6. Ability to align practice to the Ascension Catholic Academy Guiding Principles
8. Ability to work without supervision
9. Ability and willingness to learn and implement new educational strategies
10. Ability and willingness to manage and maintain a classroom of students effectively
11. Ability and willingness to take direction from the Principal and Assistant-Principal and effectively complete new programs, processes, and procedures as directed
12. Ability and willingness to differentiate instruction and write language objectives for ELL
13. Ability to write learning objective centered lesson plans.
14. Be knowledgeable and supportive of Catholic School Mission and Philosophy
15. **Abide by all conditions of the employee handbook.**
16. Ability and willingness to be a peace-maker
17. Must exhibit competence in age appropriate instructional methods and knowledge of subject matter being taught
18. Must demonstrate evidence of good classroom management techniques
19. Have the ability to work together positively and maintain collegial atmosphere in and out of the classroom
20. Able to work in a goal oriented school
22. Able to integrate technology into lessons for effective student learning
23. Must have proficiency in technology skills as the position demands, including but not limited to the Internet, Microsoft Power Point, Word, and grading program
24. Demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies
25. Possess good people and learning skills
26. Must communicate effectively with parents, faculty/staff, administrators and the parish community
27. Keep supervisor and others appropriately informed
28. Must keep information confidential and have integrity and honesty
29. Must have the ability to plan, organize, and meet deadlines
30. Follow instructions and be able to complete tasks within appropriate timelines

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listing of duties and tasks may be outlined in supplemental documents. Assigned responsibilities may change, as the needs of the Ascension Catholic Academy change.

POSITION Physical Requirements

1. Able to work 40 + hours per week
2. Fulfill total commitments of the educational program and other activities of the school year
3. Able to attend school-related activities such as Graduation, Christmas Program, Core Knowledge Nites, Holy Name St. Patrick's Party and any other programs deemed necessary by the Principal and/or Vice-Principal
4. Able to move around a room for long periods of time
5. Able to speak, see, hear, and respond to students, co-workers, supervisor, etc. at all times
6. Lift and carry up to 30 pounds using proper lifting and carrying techniques
7. Ability to climb stairs

ANNUAL GOALS

Specific annual goals will be determined and evaluated with the Principal. These annual goals, along with the responsibilities listed in the position description, will be reviewed on an annual basis through a performance review. Goals will be determined in June for the following year.

Employee: *I have reviewed this position description and understand its contents. By signing this position description I agree to the terms of this job. I understand that as an organization's needs change, my position description will change.*

Employee

Date

Principal: *I have reviewed this position description and have determined it is an accurate representation of the responsibilities currently needed in this organization.*

Principal

Date