

# **Most Blessed Sacrament Parish School**

## **K-12 Teacher**

**Position:** Teacher-Minister  
**Reports to:** Principal-Minister

**FLSA:** Exempt  
**Effective date:** 3/1/2023

**General Summary:** Under the supervision of the Principal-Minister, the Teacher-Minister assumes responsibility for the leadership and management of the classes assigned; strives to achieve the goals of Catholic education including the Christian formation of students and the transmission of the Gospel message throughout the school day; develops and implements a daily instructional program according to the needs of the students and the established curriculum; maintains accurate record of attendance, scholastic achievement, etc., as required by the school, diocese, and state. The Teacher-Minister also establishes positive relationships with parents and guardians and pursues continuous professional development in faith-based topics and grade-level/subject content.

### **Essential Duties and Responsibilities:**

- Promotes Catholic values and virtues while upholding the standards of the Catholic Church, and provides opportunities for students to be prepared for life in today's Church and society.
- Assumes responsibility for the leadership and management of the classes assigned.
- Provides a positive learning environment and organizes the classroom to facilitate student learning.
- Provides for the safety of students while in school.
- Works toward the creation of Catholic community within the classroom and entire school community.
- Teaches in accordance with diocesan and local policies and expectation as well as appropriate state laws.
- Demonstrates a partnership, respect, and fairness in dealing with students and parents.
- Stives to achieve the goals of Catholic education and shows evidence of knowledge of the Catholic philosophy of education.
- Develops and implements an instructional program according to the needs of the students and the established curriculum.
- Determines levels of student achievement and evaluation in relation to the school's goals, learning objectives, and formation expectations.
- Uses appropriate teaching strategies for the students and uses resources available to promote learning experiences for the students along with a variety of teaching methods.
- Maintains accurate records of attendance, scholastic achievement, etc., as required by the school, diocese, and state.
- Maintains proper grading and/or reporting system for each student as required by the Principal-Minister.
- Meets deadlines with official classroom reports and statistics as required by the Principal-Minister.
- Establishes positive and cooperative relationships with parents and school personnel; provides for regular conferences and meetings with parents and attends scheduled parent conferences.
- Maintains cooperative relations with other staff members and chairpersons; maintains awareness of the role as a Teacher-Minister and its impact on the community.
- Continues personal development to remain current with religious and academic standards.
- Attends school and diocesan sponsored in-services; attends and participates in school faculty meetings, in-services, and extracurricular activities.
- Performs other job-related tasks deemed necessary and/or assigned by the Principal-Minister.

### **Knowledge, Skills, and Abilities Required**

- Bachelor's degree with valid Ohio teaching licensure or possibility to obtain one.
- Experience teaching in a Catholic School or equivalent experience preferred.
- Must demonstrate the ability to carry out administrative and supervisory duties in a timely manner, utilizing good communication, and relationship skills.
- Participates in ongoing formation and educational opportunities to keep current on trends in catechetical ministry.
- The ability to respect, accommodate, and not be publicly in conflict with the mission, teachings, doctrines, and laws of the Roman Catholic faith.

- Must have the ability to develop and maintain positive relationships with employees at all levels. Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
- Exercises considerable independence and judgment with a high level of confidentiality.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Performs work at a high level of accuracy and attention to detail.
- Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.
- Must have the ability to assess individual or community needs for educational services.
- Excellent organizational and interpersonal skills including tact, courtesy, and diplomacy.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Must maintain a high level of attention to quality, detail, accuracy, and efficiency
- Must have the ability and willingness to work in a respectful team environment with employees at all levels and students.
- Analyze relevant information and use individual judgment to determine whether events or processes comply with laws, regulations, or standards
- Must successfully pass the required background check and all requirements of the Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

#### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This position frequently requires evening and weekend work. Must have the ability to travel and drive one's own vehicle to various diocesan locations, when necessary.

### **Receipt and Acknowledgement**

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the Most Blessed Sacrament Parish School and its employees.

\_\_\_\_\_  
**Employee Printed Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
Date