

## **JOB DESCRIPTION – PRIMARY TEACHER (Early Childhood Pre3)**

Conducts, under the supervision of the school principal, a program of education for students in the primary level in accordance with the stated philosophy and objectives of the Diocese of Springfield in Illinois and St. Paul Catholic School. The primary teacher plans, lectures, and demonstrates; makes use of audio-visual aids; encourages the use of self-help activities by the students; counsels pupils as needed; discusses academic and social progress with parents; keeps required records; participates in professional activities of the school, in-service programs, and educational research; performs extracurricular duties related to this teaching position and other duties as may be assigned.

### **1. RESPONSIBILITIES**

- A. Performs assigned duties which conform to the school's philosophy, objectives, and school policy.
- B. Exhibits loyalty in all working relationships with parents, the pastor, and other contacts.
- C. Respects the confidentiality of personal and restricted information regarding students, faculty, and school.
- D. Knows and understands fire and safety regulations and encourages the students in safe practices and good health.
- E. Makes an effort to detect conditions that hinder the growth and development of the child.
- F. Assumes responsibility for materials used in the classroom, as well as the proper appearance and cleanliness of the classroom.
- G. Supervises (at all times) students assigned to him/her by the principal.

### **2. QUALIFICATIONS**

#### **A. Personal:**

- Understands, enjoys, and is sensitive to the needs of this age group.
- Is firm, kind and patient; is self-disciplined with a high standard of personal conduct; exhibits good judgment.
- Exemplifies good grooming, personal hygiene, and good speech habits.

#### **B. Professional:**

- Possesses a bachelor's degree and State licensure.

- Possesses a competence in his or her field and maintains this through further education and in-service training.
- TB test
- Compliance with the Diocese of Springfield Protecting God's Children requirements.

### 3. RELATIONSHIPS

- A. Is directly responsible to the principal in all school-related activities.
- B. Works cooperatively with other faculty members, school staff, pastor, parents, and with the representatives of the diocesan Office for Catholic Schools.
- C. Instructs, guides, and motivates his/her students.

### 4. WORKING CONDITIONS

- A. Spends additional time, other than teaching time, planning work, preparing materials, having conferences with parents, meeting with school supervisors, and other professional activities.
- B. Has access to varied instructional materials and equipment.
- C. Teaches school approximately nine months with holidays and vacations scheduled.
- D. Is paid and insured according to diocesan policies.

### 5. DUTIES

- A. Arrives daily in the classroom to have ample time for preparation of the day's work.
- B. Prepares teaching outlines, demonstrates, and uses available teaching aids in presenting subject matter.
- C. Prepares, administers, and conducts tests and records results.
- D. Explains subject matter, makes assignments, corrects papers, and hears oral presentations.
- E. Maintains an attractive classroom that evidences a progressive program in academic, social, and manipulative skills, as well as in religious education.
- F. Maintains orderly conduct and promotes self-discipline among the students.
- G. Evaluates the learning capabilities of the students in relation to the subject matter and determines the method, amount, complexity, and kind of instruction which will achieve maximum progress.
- H. Counsels students, discusses students' academic and behavioral difficulties with parents, and suggests remedial action and special referrals as needed.

I. Maintains accuracy in recording attendance, test results, and other data for the permanent records.

J. Performs non-classroom duties as assigned and participates in school activities.

K. Uses available opportunities for self-improvement, both professionally and personally.

## 6. STANDARDS FOR MEASURING PERFORMANCE

A. Pupils are well-adjusted to the school situation, show an interest in learning, and consider school an important and necessary part of their lives.

B. Maximum progress achievable by each student is generally evident and verified by results of standardized tests, etc.

C. Periodic evaluation by the principal, using approved criteria, indicates a contribution toward the attainment of the philosophy and objectives of the school.