

ARCHDIOCESE OF INDIANAPOLIS
MINISTRY DESCRIPTION
TEACHER

Updated 04.14.22

I. IDENTIFYING INFORMATION

Title: Catholic School Teacher/Faculty Member
Status: Part-time or Full-time, Exempt
Reports To: Principal

II. PRIMARY FUNCTIONS

Adhering to mission, and under the supervision of the principal and pastor or high school president, the teacher will collaborate with parents and fellow professional educators to foster the spiritual, academic, social, and emotional growth of the children entrusted in his/her care.

III. POSITION CONTENT

A. Role: Facilitates Faith Formation

1. Prays with and for students, families and colleagues and their intentions. Plans and celebrates liturgies and prayer services.
2. Teaches and celebrates Catholic traditions and all observances in the Liturgical Year.
3. Models the example of Jesus, the Master Teacher, in what He taught, how He lived, and how He treated others.
4. Communicates the Catholic faith to students by direct teaching of Religion and/or, as appropriate, by the integration of moral values in all curriculum areas.
5. Conveys the Church's message and carries out its mission by modeling a Christ-centered life.
6. Participates in religious instruction and Catholic formation, including Christian services, offered at the school. Non-Catholic teachers are expected to participate to the fullest extent possible (e.g., non-Catholics would come forward to receive a blessing instead of Holy Communion in the Catholic Mass).

B. Role: Designs and Plans Instruction

1. Uses archdiocesan and state curriculum standards for long-range and short-range objectives.
2. Prepares daily lesson plans and submits them to the principal per the principal's directive.
3. Provides varied learning strategies to meet the needs of all students, using assessment data to inform instructional practices.
4. Provides enrichment for high ability students and accommodations/modifications for students with learning differences.
5. Chooses high quality and appropriate supplementary instructional materials.
6. Plans, if appropriate, field trips that enrich the curriculum.

C. Role: Implements Curriculum and Manages Instruction

1. Conducts large group, small group, and individual instruction to meet the needs of all learners.
2. Uses a variety of methods and strategies suited to the students and the lesson taught.
3. Encourages higher level thinking skills.
4. Uses media and technology to support learning.
5. Establishes efficient classroom routines to maximize "bell to bell" instructional time.
6. Follows ISPs, CSEPs, and Catholic School Accommodation Plans for students who have them.
7. Is available to support student learning outside class hours (before and after school support, etc.).

D. Role: Assesses and Communicates Learning Results

1. Uses both formal and informal methods to evaluate students and adjusts instruction in response to the needs of learners.
2. Aligns formative and summative assessments with learning objectives and standards and uses the data to enhance instruction for the growth of all learners.
3. Administers standardized tests as required by the Indiana Department of Education.
4. Provides frequent and useful feedback on progress to students and parents along with specific suggestions for improving performance.
5. Communicates academic progress according to the quarterly and interim school schedule.
6. Communicates academic progress to the principal.
7. Initiates parent-teacher conferences as appropriate and conducts parent-teacher conferences as scheduled by the school and as requested by parents.
8. Maintains accurate permanent records for students.

E. Role: Develops and Maintains a Positive Learning Environment

1. Maintains a caring rapport and relationship with students both inside and outside of the classroom and demonstrates an enjoyment in working with them.
2. Contributes positively to the learning environment of the entire institution.
3. Proactively identifies and addresses physical, social, emotional, and spiritual needs of individuals and of the community of learners, engaging other professionals as appropriate.
4. Uses classroom management techniques that provide a Christ-centered atmosphere that fosters self-discipline and a sense of personal responsibility.
5. Maintains and communicates high academic and behavioral expectations and supports students in meeting those expectations.
6. Develops and maintains a stimulating, safe, and engaging learning environment in a neat, orderly, attractive classroom, including appropriate and engaging instructional bulletin boards and displays of student work.
7. Supports positive student behavior so that instructional goals can be accomplished.
8. Addresses behavior and academic issues in an effective, consistent, and fair manner.
9. Documents and communicates behavioral issues to parents and the principal in a timely and appropriate manner.
10. Provides supervision and engages students outside of the classroom and as assigned by the principal.

F. Role: Professional Growth and Development

1. Commits to lifelong learning and demonstrates a passion for ongoing professional growth and development.
2. Maintains proper certification and licensure as required by the State of Indiana.
3. Meets the Archdiocese of Indianapolis's professional growth requirements and all local requirements as determined by the principal and/or his/her designee(s).
4. Maintains records of Professional Growth Points (PGPs) and submits them to the IDOE in collaboration with the principal or his/her designee.
5. Participates fully in faculty meetings and professional development meetings/in-services, contributes to school-wide goals, and supports colleagues and administrators in their own professional growth.
6. Participates fully in the archdiocesan performance appraisal process for educators.
7. Participates in spiritual retreats, days of reflection, and spiritual formation programs as directed by the principal and as required by Archdiocesan faith formation expectations.

G. Role: Additional Professional Responsibilities

1. Serves on school committees and in other capacities as directed by the school principal.
2. Assists as requested with school fundraisers and development efforts.

3. Prepares for, attends, and participates in Registration, Open House, School Programs, graduation, etc. as directed by the school principal.
4. Prepares, attends, and participates in grade level specific events/programs/initiatives, etc.

H. Communication and Interpersonal Effectiveness

1. Contributes positively to morale and to the culture of the Catholic school in service of the mission in all communications and actions.
2. Demonstrates loyalty to the school and its mission above individual views.
3. Openly and respectfully communicates concerns at the appropriate level.
4. Collaborates with and supports fellow teachers, staff members, and school administration.
5. Proactively engages parents and partners in the formation of their children.
6. Communicates effectively with parents and works to resolve concerns or disagreements in a constructive manner.
7. Respects and maintains confidentiality.
8. Maintains the good reputation of the parish, school, and archdiocese.

IV. POSITION SPECIFICATION/REQUIREMENTS

A. MINISTERIAL EXPECTATIONS

1. Displays Gospel values, good judgment, and diplomacy.
2. Follows Archdiocese and local protocols, policies, rules, and regulations including those published in the faculty/staff handbook and student/family handbook. *This includes the policies and handbook of the Archdiocese.*
3. *Complies with the [Archdiocese of Indianapolis Code of Conduct](#).*
4. Maintains and safeguards confidential information.

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

Licensure/Degree

1. A Bachelor's Degree in Elementary or Secondary Education, a Master's in Education or the equivalent in another field
AND
An elementary or secondary education license from the State of Indiana OR
2. An emergency teaching license with eligibility and intent to complete coursework
3. High school catechists must have at least the equivalent of a bachelor's degree in Catholic Theology – usually 30 college or graduate-level credits

Other Training/Expectations

1. ["Safe Parish" Child Protection Training](#)
2. Criminal background check
3. *DCS Check*
4. Ongoing professional development and faith formation.

V. WORK ENVIRONMENT

1. *Required to work some nights and weekends.*
2. *Exposure to outdoor weather conditions.*
3. *Required to manage high to moderate levels of stress.*
4. *The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.*
5. *Constant positioning of self to interact with and provide instruction to students, bending, sitting, standing, reaching.*
6. *Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading.*

7. Required to monitor students in a variety of locations including those with noise, activity, and inclement weather.
8. Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a maximum of 35 pounds.

VI. MISSION AND CATHOLIC IDENTITY EXPECTATIONS

- A. Catholic schools are ministries of the Catholic Church, and teachers are vital ministers sharing the mission of the Church. Teachers are expected to be role models and are expressly charged with leading their students toward Christian maturity and with teaching the Word of God. As role models for students, the personal conduct of every teacher and staff member, both at school and away from school, must convey and be supportive of the teachings of the Catholic Church. These teachings include, but are not limited to, honoring the dignity of each human life from conception to natural death, care for God's creation and the belief that all persons are called to respect human sexuality and its expression in the Sacrament of Marriage as a sign of God's love and fidelity to His Church. The Seven Themes of Catholic Social Teaching can be found at <https://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching>. A thorough description of Catholic Church teaching can be found in the *Catechism of the Catholic Church*.
- B. The Archdiocese recognizes that many teachers who contribute positively to the mission of the Church in forming young people through our Catholic schools are not practicing Catholics. For teachers of other faith traditions, there remains an expectation that, regardless of their personal religious affiliations and beliefs, they will become knowledgeable of Catholic Church teachings, will be credible witnesses of the Catholic faith and will be models of Christian values.
- C. Determining whether a teacher is conducting him/herself in accordance with the teachings of the Catholic Church is an internal Church matter and is at the discretion of the pastor, administrator, and ultimately, the Archbishop.
- D. Accompaniment is a pastoral approach intended to educate and form employees who may not understand or who may be struggling with particular teachings of the Catholic Church. If an employee publicly and/or persistently demonstrates conduct or lifestyle at variance with the policies of the Archdiocese or the moral/religious teachings of the Roman Catholic Church, the school leader and/or pastor/dean will attempt to accompany the employee toward the ideal. Should the employee refuse such accompaniment, or should the employee and the employer reach an impasse where such accompaniment is stagnant or no longer beneficial, suspension or termination of the employment in Catholic school ministry is left to the discretion of the Archbishop.

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties to this position.

Employee Name: _____

Employee Signature: _____

Date: _____