I. POSITION TITLE: High School Teacher

II. EMPLOYEE CLASSIFICATION: Certified Personnel

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Principal

V. POSTIONS REPORTING TO THIS POSITION: Aides, Volunteers

VI. DUTY HOURS: 7:30am-4:30pm, duty days based on school calendar

VII. MINIMUM REQUIREMENTS

   EDUCATION: Bachelor's degree in education, Certification by the state of SD for curriculum assigned.

   SKILLS EXPECTATIONS: Understands, enjoys, and is sensitive to the needs of this age group. Proficient in the subject matter for which employed. Ability to communicate effectively with students and parents. Organized, and self-disciplined with a high standard of conduct and good judgment. Is firm, patient and kind.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:

   Conducts a program of education for students in accordance with the state of SD and the philosophy and objectives of the RCCSS.

   Plans, lectures, demonstrates and evaluates; makes use of audio-visual aids, meets with parents, participates in professional activities and in service programs; performs extra-curricular duties related to this position and other duties as may be assigned.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

   A. Performs assigned duties which conform to the school’s philosophy, objectives and school policy.

   B. Supervises (at all times) students assigned to him/her by the principal.

   C. Explains subject matter, makes assignments, corrects papers, and hears oral presentations.

   D. 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.
E. Makes an effort to detect conditions that hinder the growth and development of the child.
F. Counsels students, discusses students’ academic and behavioral difficulties with parents, suggests remedial action and special referrals as needed.
G. Respects the confidentiality of personal and restricted information regarding students, faculty and school.
H. Assumes responsibility for materials used in the classroom as well as the proper appearance and cleanliness of the classroom.
I. Maintains an attractive classroom that evidences a progressive program in academic, social, and manipulative skills as well as in religious education.
J. Maintains orderly conduct and promotes self-discipline among the students
K. Maintains accuracy in recording attendance, test results and other data for the permanent records.
L. Knows and understands fire and safety regulations and encourages the students in safe practices and good health.
M. Exhibits loyalty in all working relationships with students, parents, school chaplain, fellow staff and administration.
N. Uses available opportunities for self-improvement both professionally and personally.
O. Performs non-classroom duties as assigned and participates in school activities.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:
   All administrators, faculty, staff, parents, students, volunteers, officials and the community of the school system

XI. LIMITS OF AUTHORITY:
   As defined by the policies, procedures and practices of the administration and/or the school board.

The Rapid City Catholic School system reserves the right to alter this position’s job description/job duties to meet the needs and goals of the system.