



Classroom Teacher Job Description

Reports to: Principal

Job Goal: To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their God given academic potential.

Performance Responsibilities:

- Complies with policies and procedures established for St. Anne-Pacelli Catholic School in the Diocese of Savannah in accordance with the philosophy of Catholic Education.
- Has an overall knowledge of the school's mission and can relate specific expertise to these goals.
- Reflects in personal and professional life a commitment to Gospel values and their Christian tradition.
- Accepts and supports the community of faith not simply as a concept to be taught, but as a reality to be lived in worship, service, and interpersonal relationships.
- Is punctual in attendance and in the performance of regular duties.
- Dresses in a professional manner.
- Plans, prepares and delivers lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures and Diocesan standards.
- Instructs and monitors students in the use of learning materials and equipment.
- Uses relevant technology to support and differentiate instruction.
- Manages student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintains discipline in accordance with the rules and disciplinary systems of the school.
- Provides appropriate feedback to students on work.
- Encourages and monitors the progress of individual students and uses information to adjust teaching strategies.
- Maintains accurate and complete records of students' progress and development.
- Updates all necessary records accurately and completely as required by laws, diocesan policies and school regulations.

- Prepares required reports on students and activities.
- Participates in department, school, diocesan and parent meetings.
- Communicates necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establishes and communicates clear objectives for all learning activities.
- Prepares classroom for class activities.
- Provides a variety of learning materials and resources for use in educational activities.
- Observes and evaluate student's performance and development.
- Assigns and grades class work, homework, tests and assignments.
- Demonstrates preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourages parent and community involvement, obtains information for parents when requested, promptly returns phone calls and answer emails.
- Participates in appropriate professional activities.
- Participates in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Performs other duties as assigned.

Knowledge, Skills, and Ability Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.A/B.S degree in teaching from an accredited institution or related field teaching
- Georgia state certification in teaching in appropriate subject area.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of school, diocese, and state.

Classroom Assistant Job Description

Reports to: Principal

Job Goal: To assist the classroom teacher in providing appropriate learning experience and educational opportunities for students.

Performance Responsibilities:

1. Complies with policies and procedures established for St. Anne-Pacelli Catholic School in the Diocese of Savannah in accordance with the philosophy of Catholic Education.
2. Has an overall knowledge of the school's mission and can relate specific expertise to these goals.
3. Reflects in personal and professional life a commitment to Gospel values and their Christian tradition.
4. Accepts and supports Faith Community not simply as a concept to be taught, but as a reality to be lived in worship, service and interpersonal relationships.
5. Is punctual in attendance and in the performance of regular duties.
6. Dresses in a professional manner.
7. Supervises children at all times.
8. Instructs students in all academic areas based on the Diocesan guidelines.
9. Demonstrates a style of teaching that would respect the individuality of each student and that would foster a positive learning environment.
10. Assists with the administration of standardized tests.
11. Cooperatively plans lessons with the classroom teacher
12. Assumes specified duties within the daily routine of the school, i.e. lunch, recess, and morning and afternoon duties.
13. Attends specified meetings and designated workshops.
14. Serves on designated committees within the school.
15. Assists with supervision on field trips and other approved class activities off of the school grounds.
16. Assists with activities specific to grade level.
17. Attends necessary evening meetings such as: Home and School Meetings, Open House, Diocesan Education Institute and any other required meetings.
18. Accepts professional evaluation of performance.
19. Assumes all other duties as directed by the teacher or principal.