

TEACHER -- JOB DESCRIPTION **ST. MARY'S EPISCOPAL SCHOOL**

ALL TEACHERS AT ST. MARY'S SCHOOL ARE EXPECTED:

- ✓ sign in and be in the classroom no later than 8:00 AM , ready to greet students as they arrive
- ✓ to attend all faculty meetings and curriculum committee meetings
- ✓ to set a good example in their relationships with colleagues and students, exhibit good manners, thoughtful considerate behavior in dealing with children and all staff members and be mindful of the impact of words and actions
- ✓ to prepare lesson plans to reflect age appropriate skills, a sequence of topics and fair student assessments
- ✓ to plan a well-balanced program of academic skills as outlined in curriculum manual and provide for creative activities, thinking skills and problem solving (should involve field trips and other enriching activities)
- ✓ to be responsibility for the care and upkeep of classrooms and materials
- ✓ to grow professionally through workshops, programs, and continuation of advanced academic course work
- ✓ to be supportive of St. Mary's School on campus and in the community as well as being loyal and complimentary of administration, staff, and fellow colleagues

GENERAL RESPONSIBILITIES:

1. Must be in the state of health (emotionally and physically) that will allow her/him to properly care for and instruct a child of elementary age (as relates to grade level)
2. Must maintain prompt hours, and notify the Head of School in case of illness or other absences
3. Maintain a neat and clean appearance.
4. Work with all other staff members in a cooperative manner
5. Attend staff meetings (and others as called)
6. Report problems of a student /family or classroom situations to the Head of School immediately
7. Attend yearly required functions

TEACHER RESPONSIBILITIES

1. Provide a positive, loving and safe environment for each individual child
2. Provide a strong academic yet developmentally appropriate curriculum adhering to the goals and objectives of St. Mary's School and the state of Oklahoma and utilizing adopted textbooks and programs of St. Mary's School
3. Plan units and themes for the year using a multisensory approach to learning--utilizing learning centers, hands on experiences, manipulatives and projects whenever possible.
4. Attend staff meetings, conferences, and other required meetings
5. Provide for individual instruction as needed--provide for small group as well as whole group instruction, offer tutorial opportunities as required or needed
6. Group children into appropriate developmentally and academic levels as needed.\
7. Incorporate technology as an appropriate learning tool

ROOM MANAGEMENT

1. Responsible for setting up their classroom and closing as required and needed
2. Responsible for greeting students as they arrive and remaining with students until all are picked up at carpool time.
3. Responsible for allowing students to bring and/or have snack each morning and water on a regular basis.
4. Responsible for assisting with our lunch program as requested by the administration and encourage appropriate manners at snack, lunch, and classroom times.
6. Responsible for maintaining a cohesive classroom following the classroom management policies of St. Mary's School.

CHAPEL

1. Accompany students to chapel.
2. Instruct students to required chapel procedures and encourage a reverent and respectful attitude.
3. Assist & assign students with designated chapel responsibilities.

SCHEDULE

DAYS: Monday-Friday

HOURS: 7:45am to 4:00pm daily (school year calendar)