

## **JOB DESCRIPTIONS - TEACHERS**

Teachers in Catholic schools shall be provided with written job descriptions.

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The job description is prepared by the administrator with teacher input. There may be some parts of the job description which are negotiable and some which are non-negotiable. A sample job description is available from the Office of Catholic Schools upon request. Job descriptions shall be reviewed annually and updated as necessary.

The teacher's job description ordinarily contains the following components:

Position Titles: The title indicates the specific teaching position, such as classroom teacher, special area teacher, etc.

Qualifications:

1. Bachelor's Degree
2. Illinois Teaching License (required for all teachers except high school teachers who teach religion exclusively). Policy C-113 lists qualifications for these teachers.

If further qualifications have been locally defined, they are listed in this section of the job description.

Lines of Accountability: This section states to whom the teacher is directly accountable—the principal. If the teacher is accountable to others on the staff, this relationship is defined. This section also states who, if anyone, reports to the teacher, such as teacher aides, volunteers, etc.

Performance Responsibilities: There are general functions for which every teacher in the Catholic Diocese of Peoria is responsible and expected to fulfill. These areas are listed below and appear on the job description as General Functions.

1. Faith Development
2. Planning for Teaching
3. Conducting Classes
4. Managing the Classroom
5. Supervising Students outside the Classroom

6. Interaction with Students
7. Student Evaluation
8. Reporting Student Progress
9. Maintaining Ethical and Professional Standards
10. Other (if locally defined)

It is the responsibility of the administrator to determine the specific tasks under each of these General Functions. The administrator may use the sample job description and/or teacher input to determine what specific tasks are needed. Every job description shall contain a statement which gives the administrator the right to assign various non-specified tasks to teachers from time to time.