

**DIOCESE OF LA CROSSE**  
**JOB DESCRIPTION**  
**TEACHER**

- I. Religious Atmosphere
  - A. Provide a good Christian model and example in one's attitudes and actions.
  - B. Encourage spiritual growth in students by developing inner discipline, character, morals and values.
- II. Teaching Responsibilities
  - A. Prepare lesson plans or document actions taken with students to support learning loss gaps due to Covid 19 pandemic
  - B. Prepare instructional activities allowing for individual differences among the students assigned.
    - 1. Use small groups and individualized instruction as a mode of instruction.
    - 2. Provide opportunities for the enhancement of the students' self-concepts.
    - 3. Assist individuals to resolve learning difficulties.
  - C. Develop evaluation techniques that are appropriate.
    - 1. Prepare adequately for parent conferences.
    - 2. Keep a reliable set of records in order for review by administrator and/or parents.
    - 3. Call for case conferences with resource personnel whenever needed.
  - D. Encourage integrated instruction whenever possible.
    - 1. Provide opportunities for critical thinking, problem-solving and the development of study skills.
  - E. Provide a secure and comfortable learning environment.
    - 1. Maintain a neat classroom.
    - 2. Encourage a love of learning.
  - F. Take responsibility for the care of instructional materials and equipment.
  - G. Collaborate with teachers to help students be successful with different styles of teaching and subject matter
- III. Supervising Responsibilities
  - A. Responsible for supervising students in accordance with the building regulations established.
    - 1. Provide supervision in the areas to which his/her students are assigned.
    - 2. Encourage students to conduct themselves in the manner and mode of conduct which has been defined as acceptable by the administrator and staff.
    - 3. Accept and perform supervisory duties as assigned.
    - 4. Supervise and discipline regardless of grade level.
  - B. Share responsibility for the safety and health of each child.

IV. Professional

A. Responsible for carrying his/her share of professional duties as assigned by the administrator.

B. Responsible for continued and professional growth.

V. Responsible to comply with all areas addressed in the contract and policies of the Diocese of La Crosse

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Teacher

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Date

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Administrator

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Date