



# Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

**FTE and Benefits as indicated on Confirmation of Terms and Conditions of Employment.**

**Probation period is the first three (3) years of employment at Hill-Murray.**

**Primary Objective of the Position:**

The classroom teacher is a very important position in our school community culture. You are directly responsible for following the established curriculum, the craft of effective delivery, and the academic support to deliver the assurance of learning for each child entrusted to you in your classroom.

**General Responsibilities of Catholic School Employment:**

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the school. An employee's behavior must not violate the faith, morals or laws of the Church or the Archdiocese, so as to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

**Responsibilities:**

1. Create and deliver effective individualized instruction to meet our instructional goals, post content objectives, design, deliver lessons, and objectives that address all styles of learners.
2. Work to be a positive team member of your department. Develop and honor department and building norms.
3. Create and deliver engaging learning opportunities, appropriate for the subject and the developmental needs of students. This would include differentiation and modification of classroom instruction to meet the needs of all learners, to utilize technology as a teaching and learning tool, create materials and assessments.
4. Create a respectful, challenging and dynamic learning environment where all students have the opportunity to learn, utilizing effective strategies for classroom management and student accountability.
5. Utilize formative and summative assessment of student learning providing specific, timely, and productive feedback, and maintaining accurate records of student achievement, attendance, and adherence with school policies. It is critical that you provide timely and productive feedback for each student.
6. Provide clear consistent communication with parents. Communicate with parents regarding student academic progress using email, voicemail, and parent/teacher meetings when appropriate.
7. Provide appropriate student supervision as assigned or needed for efficient and safe operation of the school, including assigned supervision responsibilities, supervision at assemblies, liturgies, pep fests, etc., and other school settings. Professional responsibility includes attending the following: Mass, pep fests, prayer services, etc. Failure to participate in these activities will result in a job performance issue.
8. Contribute to the faith community of the school by personal modeling and actively participating in the faith life of the school.
9. Seek out and attend professional development opportunities regularly. Demonstrate punctual attendance and active participation for all classes, faculty meetings, department meetings, AdvancEd School Improvement Process initiatives, teacher in-services, parent-teacher conferences, open houses, and other school events, as assigned.
10. Provide timely communication with parents, responding to email and voicemail messages within 24 hours.
11. Create and maintain Final Site by updating on a daily basis with pertinent information related to course curriculum, course expectations, assignment due dates and testing dates, updating at least once per week. Infinite Campus should be updated weekly.
12. Create positive, caring relationships with students, while maintaining appropriate and professional boundaries.
13. Work in collegial manner to be an effective member of the community. Collaborate with colleagues, administration and other faculty members on curriculum development, student issues, school improvement committees, etc. as assigned.
14. Understand and fulfill all aspects of the Faculty and Staff Handbook. Including but not limited to performing daily student uniform checks, taking attendance for each instructional period, verifying readmit slips, delivering HR slips, and maintaining a prayerful environment during prayers.
15. Dress in appropriate and professional dress, based on the description in the faculty handbook.
16. Be willing to volunteer and help out when needed around the school.