



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

Reporting to the VP of Mission, the Theology teacher is in a vital position in our school community culture. Classroom teachers are directly responsible for the relevance of the curriculum, the craft of facilitating learning, and the academic support to deliver assurance for each student entrusted in the classroom.

Key Responsibilities:

- Create and deliver effective individualized instruction to meet the course instructional goals. Design and provide engaging learning opportunities that inspire learners of all styles and types 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.
- Create positive, caring relationships with students. Maintain appropriate and professional boundaries.
- Utilize classroom technology as an effective instructional and learning tool.
- Create and Maintain class pages in the learning management system (Final Site). Update with pertinent information related to course expectations, course curriculum and content, assignments, and class calendar, including due dates and test and quiz dates. Updates should occur weekly, at a minimum.
- Participate with your department in the curriculum review process to ensure that the content of the courses you teach is consistent with the school's vision. Work cooperatively to make relevant changes to core and elective content areas.
- Work to be a positive team member of your department through active engagement in your learning community and the greater school community.
- Create a respectful, challenging, and dynamic learning environment where all students can learn, utilizing effective strategies for classroom management and student accountability.
- Utilize formative and summative assessments of student learning. Provide specific, timely, and productive feedback to students and parents. Maintain accurate records of student achievement, attendance, and adherence to school policies.
- Provide clear, consistent, timely communication with parents regarding student academic progress using email, voicemail, and parent/teacher meetings. Update Infinite Campus weekly. Return any inquiry within 24 hours.
- Provide appropriate student supervision as assigned or needed for the efficient and safe operation of the school, including school hallways, assigned supervision responsibilities, assemblies, liturgies, pep fests, etc., and other school settings. Professional responsibility includes attending the following: Mass, pep fests, prayer services, etc.
- Contribute to the school's faith community by personal modeling and actively participating in the faith life of the school. Maintain a prayerful environment in your classroom during prayer and in your assigned area during Mass and prayer services.

- Demonstrate punctual attendance and active participation for all classes, faculty meetings, department meetings, AdvancEd initiatives, teacher in-services, parent-teacher conferences, open houses, and other school events, as assigned. Work in a collegial manner to be an influential member of the community. Collaborate with colleagues, administration, and other faculty members on curriculum development, student issues, school improvement committees, etc., as assigned. Maintain respectful and supportive relationships with all Hill-Murray faculty and staff members.
- Seek out and attend professional development opportunities regularly.
- Familiarize yourself with all aspects of the Faculty Handbook and the Student Handbook. Perform the duties and tasks outlined in these two documents consistently daily.
- Maintain appropriate and professional dress based on the description in the faculty handbook.
- Perform all other duties deemed necessary by the President, Principal, or other Administrators to maintain the safe and efficient operation of the school. These duties include but are not limited to: Open Houses, Cocurricular Fairs, Registration Events, Student of the Month ceremonies, New Family Orientation, Spring Recognition Night, and Middle School and High School Graduation Ceremonies.

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 to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

Compensation and Benefits:

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