

ST. JOHN VIANNEY SCHOOL
JOB DESCRIPTION

Title: Fourth Grade Teacher

Reports to: Principal

AREAS OF RESPONSIBILITY

CLASSROOM / SCHOOL ENVIRONMENT

- Maintain a classroom arrangement and appearance for easy and safe movement of students
- Maintain a neat and orderly classroom
- Provide for the arrangement and display of learning materials and student work
- Provide for a positive learning atmosphere that includes speaking voice, facial expression and appearance
- Be familiar with procedures and help supervise fire and tornado drills
- Responsible for classroom, hallway, and monthly birthday bulletin boards
- Share in lounge clean-up

INSTRUCTIONAL RESPONSIBILITIES

- Determine student needs
- Prepare weekly lesson plans that are sequential, developmental, and appropriate to all students in the class
- Teach the mandated curriculum for the specified grade
- Consider and provide for the learning styles of the students
- Prepare liturgies and prayer services with the children
- Work with Title I teachers and all Special Ed teachers in planning special help for children with learning difficulties

RECORD KEEPING

- Maintain records of attendance and lunch counts for assigned grade and cumulative record for assigned student
- Correct and record notes of daily classroom assignments
- Correct and record notes about homework assignments
- Correct, record, and evaluate test scores
- Record final grade for first through fourth quarter
- Record room and / or assigned area (Art/Ribbon Closet) textbook / supply inventory at end of year
- Record textbook / supply needs for the coming school year at end of year

DISCIPLINE

- Enforce common school rules as outlined by the School Handbook
- Maintain a meaningful environment by limiting excessive noise
- Recognize and deal effectively with student complaints

- Deal effectively with friction between students
- Consult and work with the principal on individual behavior problems
- Share in supervision duties for morning, hallway, recess, lunchroom, bus line-up, etc.

PROFESSIONALISM

- Participate in building a faith community with students, faculty, and support staff
- Involvement in staff development activities
- Committee involvement for evaluation and ongoing curriculum development
- Attendance at meetings, workshops, and in-service days as requested by Principal or the School Board

PARENT/COMMUNITY INTERACTION

- Hold conferences with individual parents / guardians
- Contact parents / guardians when necessary to inform them of student discipline problems and/or academic shortcomings
- Keep parents / guardians and principal informed on important classroom happenings and academic progress, i.e., field trips, special collections, report cards, upcoming events, etc.

MISCELLANEOUS DUTIES (Subject to Change)

- Co-Chairperson-Language Arts
- Co-Chairperson- Service Project (K-4)
- Promote school fundraisers
- Sunshine Fund
- Dinner Dance committee

c:\jobdesc reviewed 2/5/98 : 9/04 : 9/11 : 9/22