



Position: Teacher-Minister
Reports To: Principal-Minister
Effective Date: August 9th, 2021
FLSA: Part Time/Exempt

General Summary: Teacher-Ministers at St. Joan of Arc School are, in name and fact, ministers of the Church. Typically lay ecclesial ministers, but sometimes religious, they participate in the universal Church's educational mission as instantiated in the Diocese of Toledo and at this parish. The Teacher-Minister integrates educational best practice with an outlook for evangelization and catechesis, implementing a rigorous academic curriculum while also collaborating in the school's formational programs. They lead well in their classrooms but communicate and cooperate with their grade-level partners, their mid-level teams: preschool, primary, middle school (4-5), junior high (6-8), or specials, and both the administration and support staff. They are the key players in the school's ministry of "...forming Saints, Servants, and Scholars."

- I. Essential Duties and Responsibilities for this position
- II. Specific Knowledge, Skills, and Abilities Required
- III. General Requirements for Employees Holding Academic Positions in the School
- IV. Working Hours

I. Essential Duties and Responsibilities

Although duties and responsibilities modify reasonably according to the specific demands of the content area, the grade level(s) taught, and the sections taught, some essential points include:

- Effective implementation of educational best practices under the coaching of the Principal-Minister and Assistant Principal-Minister.
- Adherence to the Diocese of Toledo Courses of Study (which modify and addend Catholic notes to the Ohio Department of Education curriculum standards)
- Submission of intended lesson plans to the administration each Friday for the following week
- Partnership with parents through regular newsletters, frequent individual positive communication, and necessary disciplinary or academic concerns
- Participation in ongoing progress monitoring via relevant data
 - of their own practice
 - of horizontal and vertical alignment within the school
 - of the effectiveness of curricular and support resources at the school
- Adherence to the license renewal and professional development requirements of the Diocese

The Faculty-Staff Handbook delineates responsibilities further.

II. Knowledge, Skills, and Abilities Required for this Position

- A relevant Bachelor's degree or higher. The appropriate educational degree (such as Early Childhood for preschool, etc) with content focus is valued although direct content area degrees are considered.
- Competence with technology is expected. Word processing and presentation creation ability are required (Google suite and Microsoft products are provided); more than minimal spreadsheet use is not typically necessary except in some STEM areas. Ability to effectively implement and use specific software or programs after appropriate training is a must. Effective and time-sensitive communication via email is also expected.
- The ability to respect, promote, accommodate, and not to be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic Faith.
 - Teachers teaching the Religion class must be Catholics in good standing with the Church. A teacher need not be Catholic if they are not teaching religion, but still upholds and furthers this aspect of the school's identity regardless of their own faith profession.
- Must be able to effectively reflect on one's own practice, adjusting as appropriate and asking for assistance where fruitful, and communicating to leadership when mistakes have been made so they can be corrected.
- Must contribute to a healthy work and school culture in fitting with the Catholic identity of the institution
- Performs other related duties as assigned by Principal-Minister or Pastor, defers to assignments of relevant leadership team members as appropriate
- Must successfully pass the required background checks and all requirements of the Diocesan Program for Children and Vulnerable Adults Protection prior to employment and maintain a satisfactory background check throughout employment.

III. General Requirements for Academic Positions in St. Joan of Arc School

Language Skills

Ability to read, analyze, and interpret professional media (text and other) in both education and specific content area(s). Has the ability to communicate effectively in written correspondence, utilizing the norms of the English language and adapting content and style for audience. Has the ability to effectively present information and respond to questions from with large and small groups or in one-on-one meetings with administrators, colleagues, student and/or parent constituents, and the general public.

Reasoning Ability

Has the ability to define problems and collect data, establish facts, and draw valid conclusions.

Has the ability to interpret an extensive variety of situations and move forward to resolve the situation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office environment should typically be moderate. Classroom noise levels can range above moderate at times with infrequent higher levels. The employee must be able to function in this environment while remaining calm and focused.

Position will sometimes require evening and weekend hours.

IV. Working Hours

as aligned to academic calendar

- **mid-August through early-June**
 - [the working hours of the part-time Teacher-Minister range per position]
 - minimal evening and weekend requirements
- **mid-June through early-August**
 - typically minimal defined requirements

Receipt and Acknowledgement

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the Diocese of Toledo and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor/Pastor Signature

Date