



Good Shepherd Catholic School

Job Description: Part Time Teacher (Special Subject)
10 Month Non-Exempt Employee

Experience needed:

- ❖ High school diploma or equivalent
- ❖ Bachelor degree and/ or teaching certificate preferred.
- ❖ Background knowledge in the area chosen to teach.

Responsible to:

- ❖ Principal

Duties and Responsibilities:

- ❖ Cultivates a classroom atmosphere conducive to learning and maintains classroom management.
- ❖ Organizes and prepares resources for students.
- ❖ Incorporates technology to effectively create a 21st century learning environment within the classroom.
- ❖ Teaches assigned subject(s).
- ❖ Participates in daily prayer and school liturgies.
- ❖ Assists students as needed.
- ❖ Supervises students and areas as assigned.
- ❖ Communicate professionally and in a timely manor with parents.
- ❖ Plans instruction carefully and implements effectively.
- ❖ Evaluates and grades students work.
- ❖ Maintains grades and prepares grade reports.
- ❖ Cooperates with the principal and staff with the planning and development of curriculum.
- ❖ Must be punctual and on-time for work.
- ❖ Performs duties as requested by the principal.

Job Description Accountability:

- ❖ Respects Catholic values and aids students in Christian formation by exemplifying Catholic living both in and out of the classroom.
- ❖ Supports and embraces the Catholic Identity, Mission, Service and Beliefs of the school.
- ❖ Supports and provides energy and willingness to accept faculty responsibilities.
- ❖ Participates and meets the requirements of the For the Sake of God's Children program.
- ❖ Adheres to the Code of Ethical Standards defined by the Diocese of Wilmington.
- ❖ Completion of an acceptable background and screening reports and employment references.
- ❖ Treats confidential information about students, staff, and school affairs in a professional and ethical manner.