

English Teacher

Bishop Neumann



Reports to: Principal – Bishop Neuman

Date: February 2025

JOB SUMMARY:

- The English teacher fulfills the mission of the Catholic school by communicating knowledge to the student and inspiring a love of learning. He/she must witness the Catholic faith on a daily basis in all interactions with students and must seek ways to integrate the teachings of the Catholic Church into the curriculum and specific lesson plans. They are vital to the educational experience of a student.

DUTIES AND RESPONSIBILITIES:

- Demonstrates knowledge and commitment to the mission of Bishop Neumann High School and endeavors to support that mission in the daily work with students, parent, faculty, and staff.
- Leads class prayers at the beginning of the class period and/or guides students in taking their turn to lead the class in prayer.
- Participates in the liturgical life of the school by assisting students at all-school Masses and special devotional opportunities provided during the school year.
- Prepares an overview/timeline of the educational plan for the school year for each class assigned and submits the completed plan to Administration.
- Ensures weekly teaching plans are kept current and is prepared to submit a copy of teaching plans to Administration upon request.
- Prepares for each day to address the needs of individual students within the guidelines of the established curriculum.
- Guides students in their adherence to school policies and procedures as outlined in the students' handbook.
- Maintains all academic records and ensures grades are submitted according to quarterly timeframes
- Builds positive relationships with students throughout the year
- Participates in staff development as requested by Administration
- Ensures a teaching plan is prepared for the substitute in the event of being absent
- Completes hall, cafeteria, community period, access period, and other assigned duties
- Communicates appropriately with parents of students and relays significant information to Administration
- Supports school spirit through attendance at school events and attends major school events (e.g. graduation)

CREDENTIALS AND EXPERIENCE

- The English Teacher must possess the appropriate teaching credentials for their area of expertise. Strong written and oral communication skills are essential in order to maximize the effectiveness of time within the classroom. Teachers must be knowledgeable of the teaching of the Catholic Church in order to integrate issues relating to the faith into their specific teaching methods and plans.
- Knowledge of educational technology is preferred.
- Previous teaching experience preferred.

TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Must be able to stoop, sit, stand, push, pull, and stretch consistent with an office environment
- Must be able to drive to various locations as required (valid driver's license required)
- Must be able to use standard office equipment such as computer, telephone, fax machine etc. in conjunction with administrative duties

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.