



# CHRISTIAN BROTHERS HIGH SCHOOL

Position: World Languages Teacher

Reports to: Assistant Principal

FLSA Status: Exempt

## Position Description

Appointed by the Principal, a teacher is the school's central agent for achieving its educational goals. The teacher is entrusted directly with the academic preparation of students. Teachers foster the knowledge, skills and understanding which students need to continue their education in college. Teachers nurture students with their spiritual, social, and personal development, providing guidance and example which promotes Christian values, responsible behavior, and self-fulfillment. The teacher performs this trust in cooperation with the parents, who are the primary educators of their children; with the assistance of the department chairs, counselors, moderators, campus minister and support staff – under the direction of the school's administration.

## Essential Job Duties and Responsibilities

### ***Leadership***

1. To become familiar with the main principles and tenets of Catholic/Lasallian education and to actively support the mission, philosophy and goals of the school.
2. To promote the standards and good name of the school both internally and externally.
3. To participate constructively in the school's various forums and systems for evaluation the school and recommending improvements, including the accreditation process.

### ***Employee-Related***

1. To provide documentation of educational background, required medical testing (TB) and other materials the school needs to maintain up-to-date personnel files.

2. To observe the schedule of working hours established by the administration, including special schedules for meetings, workshops, open houses, graduation and other school functions.
3. To comply with all policies and procedures related to teacher absence, including but not limited to illness, personal time off, tardiness, leave and participation in the teacher substitution program.

### ***Professionalism***

1. To maintain professional ethics, confidentiality and protocol.
2. To observe the school's standards for faculty dress, appearance and language.
3. To report punctually for classes, meetings, perfecting and other assignments, observing designated time periods.

### ***Instruction/Curriculum***

1. To be fluent in the target language.
2. To coordinate efforts with other departments and the total academic program.
3. To prepare fully for course assignments, including clarification of objectives and methods, review of materials and coordination of meetings with colleagues.
4. To plan and conduct daily classes that accomplish course objectives
5. To evaluate student performance regularly, and to administer grading policies that are clear, fair and consistent with department/school policies.
6. To confer regularly with the Department Chairperson and colleagues in evaluating and developing subject area curriculum, pedagogy, textbooks, materials and grading policies.
7. To assist the Assistant Principal and the Curriculum Committee as requested in the review and development of academic programs and policies.
8. To comply with school policy when teaching controversial issues, including prior approval from both the Department Chair and Assistant Principal.
9. To provide homework assignments for absent students as requested by the Attendance Office.

### ***Co-Instructional***

1. To observe all policies and procedures for arrangement of field trips and guest speakers.

### ***Supervision***

1. To remain mentally and physically present with students when engaged in school activities.
2. To be knowledgeable of the disciplinary, attendance and dress code policies set forth in the school's Parent/Student Handbook or through administrative directives, and to enforce them.
3. To accurately record daily attendance and tardiness in PowerSchool.

4. To ensure the effectiveness of instruction by monitoring student behavior and taking appropriate corrective actions, including student or parent conferences, citizenship grading, detention or referral to counselors, the Assistant Principal or the Dean.
5. To ensure the efficient management of classroom business and coordination of schedules.
6. To provide for the security of classrooms and school equipment by locking doors and windows and keeping inventories.
7. To perform all supervisory and perfecting responsibilities assigned by the Dean of Students or other administrators, observing policies and guidelines aimed at insuring the safety and good order of students.
8. To provide requested information or recommendations regarding students' behavior to the Administration.

### ***Student/Parent Communication***

1. To keep parents informed of students' academic progress and behavior, using prescribed forms and other appropriate means and to respond to all reasonable requests of students or parents for progress reports and consultation.
2. To initiate meetings as needed with students and parents to discuss methods for improving performance and/or solving problems.
3. To establish, publish, and maintain teacher availability hours, for a minimum of 2 ½ hours per week excluding lunch and break, for the purpose of tutoring, mentoring, or otherwise assisting students.
4. To participate in information and special programs such as Report Card Night, Parent Nights, Back-to-School Night, Open House and other events as prescribed by the Principal.
5. To participate in the co-curricular life of Christian Brothers High School as moderators of clubs, student activities and athletic teams as assigned.
6. To participate in the Student Retreat Program when requested by Campus Ministry and approved by Administration.

### ***Professional Development***

1. To cooperate with the Department Chairperson and administrators in implementing the Teacher Evaluation Program.
2. To establish and pursue professional growth goals through coursework, research, conferences, workshops and continuing education; to confer periodically with the Department Chairperson and Administration to assess professional growth needs and plans.
3. To participate in District and school professional development programs.

### ***General***

1. To perform other job duties as assigned.

## Job Qualifications and Competencies

1. Fluency in the target language.
2. Possession of a California teaching credential and/or master's degree from an accredited organization preferred.
3. Prior experience in education; teaching at the high school level preferred.
4. Confidence with educational technology.
5. Ability to work well with students, families and with adult colleagues.
6. Commitment to equity and inclusion.