

LEHMAN CATHOLIC HIGH SCHOOL POSITION DESCRIPTION



Position Title: **Teacher-Minister**
Supervisor: Principal (or designee)
Effective Date: July 1, 2024

Position Summary | The Teacher-Minister is tasked with designing and implementing engaging lessons that broaden the student's understanding of the subject area. The Teacher-Minister integrates the principles and values of the Catholic faith into their classroom. The Teacher-Minister encourages positive relationships and communication between students and contributes to a wider atmosphere of Christian respect throughout the school. Maintains an awareness of his/her role as a Catholic school teacher and its impact on the community. Strives to achieve the goals of Catholic education and shows evidence of knowledge of the Catholic philosophy of education. Promotes Catholic values and provides opportunities for the students to be prepared for life in today's Church and society.

Credentials & Experience

The role of Lehman Catholic High School Teacher-Minister requires the following skills and experience to ensure effectiveness in the position:

- Minimum of Bachelor's degree;
- Valid teaching license issued by the state of Ohio or ability to retain one.
- Minimum course requirements for teaching subject area.
- Demonstrated strong public relations skills, including verbal and written communication skills;
- Ability to work collaboratively;
- Proficiency in communication technologies, including Progress Book and Google Platform Applications;
- Must understand and uphold the teachings of the Catholic Church

Essential Duties & Responsibilities

- Designs, modifies, delivers, and evaluates engaging lessons for students according to the Ohio Model Curriculum for Life Science.
 - Develops lesson plans for Science College Credit Plus classes according to the guidelines set by Edison Community College.
- Completes lesson plans that provide for a diversity of learning opportunities and appeal to different types of learners. Lesson plans should be reflective of the high school's curriculum standards.
- Energetically instructs and instills a passion for Science learning in the students, providing for a diversity of learning activities.
- Devises and utilizes various forms of assessments (formative/summative, formal/informal) to monitor student growth and utilizes assessment data to address students' needs and performance.
- Adapt the curriculum to meet individual student needs and utilize research-based instructional strategies to translate standards into successful learning experiences.
 - Implements and monitors special education plans (IEP/ISP/504) for students with defined needs.
- Seeks out opportunities to integrate instructional technology tools to extend content and skill mastery and technology and language literacy.
- Encourages and models positive behavior amongst the students at all times and promotes cooperation and collaboration among the students.
- Communicates regularly with students about their performance, successes, and areas for improvement.

Essential Duties & Responsibilities *(continued)*

- Communicates regularly with parents about their child's performance. Conducts conferences, when necessary, for students performing below expectations.
- Maintain progressive records of student learning and prepare comprehensive student reports (interims/report cards).
- Engages in professional development to continue his/her understanding of Science and teaching as a craft. Continues professional development to remain current with academic standards. Maintains a current professional teaching license.
- Maintains Individual Professional Development Plan (IPDP). Meets regularly with the administration to evaluate progress on goals.
- Participates in classroom observations and annual evaluation by the administration.
- Maintains positive lines of communication with other faculty, support staff, and members of the administrative team.
- Maintains a classroom environment that is safe and orderly.
- Develop a classroom community that fosters positive relationships, student independence, and a strong moral compass.
- Understands and follows all School, Archdiocesan Educational, and other Archdiocesan policies.
- Attends faculty meetings, department meetings, and other meetings (as required).
- Other duties as assigned by the Principal.

Physical & Mental Requirements | Requires appropriate coordination, balance, and manual dexterity; normal mental and visual ability; and ability to lift as required in a normal office environment. Requires ability to monitor students in a variety of locations with noise, activity, and inclement weather.

Required Activities | Walking, sitting, standing, stooping, lifting, reaching, talking, handling, hearing, carrying, and keyboarding.

All personnel, regardless of position, must understand and support the philosophy and mission of Lehman Catholic High School. Employment is dependent on background check and completion of Safe Parish online training.