



St. Bernard's Catholic Community
105 North Knight Avenue
Thief River Falls, MN 56701

Job Description
Teacher

Mission Statement

St. Bernard's Catholic School educates and guides families to grow and serve in the love of Jesus Christ.

All teachers/faculty at St. Bernard's School must know and be able to accept the school mission and philosophy as published in the current Faculty Handbook. Teachers/faculty are an exempt status position (see personnel handbook).

Teachers/Faculty at St. Bernard's School are employed by the Parish of St. Bernard's and work under the direct supervision of the principal and superintendent of the school. The Pastor is the superintendent of St. Bernard's School.

Work Hours and Salary – to be determined yearly. The teacher/faculty calendar year begins in August with the staff workshop day and ends with the end of the school year workshop day (185 contract days) as designated by the president and program principals. The typical teacher/faculty member's day is 7:45 a.m. to 4:00 p.m. Part-time teachers/faculty hours in the building will be according to their contract. Some exceptions may be called for within the regular duties of teaching such as parent/teacher conferences, supervisory duties, committee meetings, etc. These exceptions are within the normal duties of teaching and will extend past 3:30. Teachers will be in their classroom by 7:45 a.m. and will not leave earlier than 3:30 p.m. each day.

The duties and responsibilities of the teacher/staff are:

1. Conduct instructional classes as assigned by the administration.
2. Assist in supervision when requested.
 - a. Teachers will be responsible for supervisory duties as requested by the program principal. It is important that everyone feels responsible for doing supervisory jobs well and is punctual for such duties.
 - b. Supervise music classes on the days of school music programs.
3. Select and prepare students for the ministries assigned for the liturgy. (elementary).
4. Attend liturgical functions during school hours.
5. Attend mandatory school functions as follows:
 - a. Parent/Teacher Conference Days-all teachers
 - b. Sacramental Celebrations-grade level teachers
 - c. Christmas Music Program-all teachers
 - d. Parent/Student Orientation or Information Night/Recruitment Events - designated teachers/faculty
 - e. School Masses-all teachers
 - f. Professional Development Days - all teachers and faculty
 - g. Attend several annual school events (fundraising events, Catholic School Week activities, etc.) to promote community.
6. Participate in activities in which the entire student body is involved.
7. Be available to students and parents for consultation (within or outside of the regular school day).
8. Serve as an active member for school programming / various activities / events to accomplish school goals.

9. Attend scheduled faculty meetings, staff development days, and pre- & post- school workshop days.
10. Follow the daily schedule of classes and events. Teachers may be asked to fill in during their prep periods if no substitutes can be obtained.
11. Abide by the guidelines and the policies stated in the Diocesan Safe Environment, Faculty Handbook, Parish Personnel Handbook, and Code of Ethics for the Catholic School Teacher, Diocesan Code of Ethics, and the policies of Parish, School Advisory Council (SAC), and Diocesan School Board.
12. Maintain current Minnesota State licensure as specified by the policies of MNSAA, the Diocese of Crookston and St. Bernard's School.
13. Maintain Catholic faith formation as specified by the Diocese of Crookston.
14. Support school policies such as dress code, cell phone, discipline, etc. as outlined in the school parent/student handbook.
15. Integrate technology into various teaching methods and strategies.
16. Integrate differentiated instruction (DI) within curriculum and classroom.
17. Address requirements as cited by the program principal,
18. Complete mandated duties listed on the start of the school year form - Teacher/Faculty Checklist such as classroom fire drills, lock downs, etc.
19. Complete all trainings and updates including the mandated reading, assessment, and background checks required by Diocesan Safe Environment Certification.
20. Read and follow annually the directives of the School Crisis Management Plan.
21. Be active in your personal Christian faith community.
22. Be active in the responsibilities of the accreditation process, self-study, and strategic planning development of the school.
23. Assess/grade student assignments, assessments, and conduct, and record in gradebook in a timely manner.
24. Communicate concerns as well as accolades regarding the personal, academic, and spiritual life of a student with his/her parent/guardian.