

TEACHER'S JOB DESCRIPTION
St. Mary's School
Morris, Minnesota

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1. To conduct instructional classes in all subjects unless another teacher has been provided for a certain subject. (e.g., music, P.E. etc.)
2. Supervise the playground for morning recess or noon recess once a week when there is no volunteer available
3. After school bus supervision on a weekly rotating basis.
4. Abide by the teacher job description.
5. Attend faculty meetings.
6. To participate in the evaluating and updating of our curriculum.
7. To continue growing professionally by reading, evaluating, attending workshops and meetings which help to improve methods of instruction.
8. To be acquainted with school policies and to follow them.
9. To follow the curriculum as it is set up for in our diocese and school.
10. To care for our classroom – keep things neat, tidy and organized.
11. To prepare and submit all required reports as directed by the principal.
12. To have teacher representatives attend all meetings of the Home and School Association.
13. To inform the principal as soon as possible when it is impossible to teach.
14. To inform the principal when it is necessary to leave the school premises between 8:00 and 3:30, except during lunch time.
15. To take responsibility for your students for the entire school day.
16. To meet the class at the school doors after morning recess, again at noon, as well as accompany them to outside door at recess.

BENEFITS:

- *Employer's share of Social Security
- *Workman's compensation
- *Unemployment Compensation as stated in the Assumption Board of Education Unemployment Policy
- *St. Mary's School will provide a designated dollar amount based on years of experience to be used toward insurance and/or retirement (up to 6.5%). This dollar amount will be equivalent to or higher than 50% of a family health insurance plan.
- *Employer's share of the pension fund which amounts to 3.5% of gross salary
- *Opportunity to participate in the Flex Plan

August, 2001