



Job Description

Position: Classroom Instructor (Latin)

Direct Report: Department Chair and Academic Dean

Full-Time

Description:

The Teacher fulfills the mission of the Archbishop Hannan High School by planning, guiding, and evaluating the learning process of his or her assigned students at Archbishop Hannan. The Teacher provide students with a classroom environment designed to maximize student learning, competencies, and skills for intellectual, emotional, physical, social, and spiritual growth. The Teacher has decision-making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the principal.

The Archbishop Hannan High School Faculty member:

- Assists in the implementation of the Archbishop Hannan High School Mission Statement.
- Teaches six (5) teaching sections, specifically two (2) sections of Latin I, two (2) sections of Latin II, and one (1) section of Latin III assigned in accordance with the Mission of Archbishop Hannan High School. The teaching assignment also includes one (1) class preparation/sub period, one (1) class preparation period, and one (1) duty period.
- Abides by and enforces, without exception, the policies contained in the *Student-Parent Handbook* and cooperates fully with the Dean of Discipline in these matters.
- Remains available and on-campus from 7:30 am to 3:45 pm each school day, which includes a duty-free 30-minute lunch period.
- Attends all school Liturgies, unless excused in advance by the Principal or the Academic Dean.
- Supports all the endeavors of the various sports and student activities sponsored by Archbishop Hannan High School, including supervision of one school dance every year.
- Supports and actively participates in all in-school recruitment activities, such as the Shadow Day Program, and other events.
- Communicate with parents in a timely manner whenever a student is failing or in danger of failing the quarter, or whenever a student's behavior or performance falls below expectations. Return messages (email or telephone) within 24 hours of receipt.
- Handles routine discipline problems within the classroom and makes referrals to the Dean of Discipline for serious infractions in accordance with school policies.
- Keeps his or her classroom neat, orderly, and able to be used by other teachers assigned to share the room.
- Fulfills twenty-five (25) hours of professional development annually as specified in the school's professional development policy. This will include attending at least six (6) in-house technology-related seminars/school year, fifteen (15) hours of independent pedagogical training, and five (5) hours of professional reading. In addition, all faculty must complete the Apple Teacher certification program within 9 months of hire.

- Attends all mandatory functions, including Open House, Parent-Teacher Night, Homecoming Dance, Homecoming Evening Pep Rally, Crimson and Navy Gala, Olympic Night, Prom, Baccalaureate Mass, and Graduation.
- Attends all department and faculty meetings and in-services, participates in the review and ordering of instructional materials in relevant subject areas, and performs other services for the department as requested by the chair.
- Adheres to all institutional policies and procedures as specified in the *Faculty-Staff Handbook*, departmental guidelines, and other directives as issued by the Principal.
- Attends and is punctual at all class meetings, parent conferences, faculty meetings, supervisory assignments, liturgical services, and student assemblies as required.
- Any other responsibilities as assigned by the Principal.