



Benedictine College Preparatory

Teacher Job Description

Updated August 6, 2015

Core Virtues:

I will uphold the cardinal virtues of prudence, temperance, fortitude and justice. I will exemplify these virtues in my conduct both in and outside of school. I will teach and model these virtues to Benedictine students, emphasizing their critical role in leading a Christian life.

- **Prudence:** I will be accountable to the mission and policies of the school. My public words and actions will always reflect positively on Benedictine College Preparatory. I will support and uphold the core beliefs of the Catholic Church and Catholic Faith, and not teach anything to the contrary to these beliefs.
- **Temperance:** I will support the importance and complementary nature of Benedictine's identity, military culture, academic curriculum and athletic program through my teaching and presence at Corps events.
- **Fortitude:** I will overcome all personal obstacles in executing the mission of Benedictine and accomplishing the responsibilities of my position.
- **Justice:** I will use the disciplinary system defined by the school, emphasizing its role in developing model Cadets and leaders of men. I will hold Cadets accountable to the honor code.

Core Responsibilities:

I will fulfill all of the following requirements of my position as teacher at Benedictine:

School Mission

1. I will form Cadets as Christian Men of Conscience, Discipline, and Achievement.
2. I will know and adhere to the mission and policies of Benedictine found in the Employee Handbook, Student/Parent Handbook, STEDAC, and as instructed by the administration.
3. I will know and abide by the *Holy See's Teaching on Catholic Schools* by Archbishop Miller.
4. I will be present and focused on my students throughout the school day, and be available for requested additional instruction and formation needed after school.
5. I will ensure that students understand the code of conduct and honor code and adhere to them.
6. I will attend all Corps Events and observe military drill and ceremonies on a regular basis.
7. I will attend all Corps Masses, Corps Rosaries, and ensure that my classes begin with a prayer.
8. I will attend all mandatory faculty meetings, department meetings, parent/teacher conferences and other events as directed by the Headmaster or Associate Headmaster.
9. I will support and uphold the tenants of the Catholic Faith in my lessons on a daily basis, and never teach anything contrary to the tenants of the Catholic Faith.



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College Preparatory Instruction

10. I will prepare and conduct lessons utilizing *The Seven Laws of Teaching* methodology.
11. I will ensure that I possess a thorough knowledge of the content in my subject area.
12. I will develop, follow, and maintain an approved detailed curriculum for each course that I teach which includes the scope, sequence, and assessment methodology for my course.
13. I will post all grades at least weekly in Blackbaud.
14. I will ensure that all graded assessments are entered into Blackbaud within one week, and that my gradebook contains at least one graded assessment per week.

Student Safety

15. I will promptly make a record of attendance at the beginning of each class period and report absent or unexcused tardy students to the front office by Blackbaud or by phone.
16. I will monitor my classroom and the halls near my classroom before the school day begins, between classes, and shortly after the school day ends.
17. I will correct any student misbehavior or violations of the STEDAC or Student / Parent Handbook, or send the student to the front office if I am unable to correct immediately.
18. I will maintain an organized classroom that draws student attention to the teacher.
19. I will ensure that my classrooms and surrounding spaces are clean, neat, and free of markings at the end of each class period. I will notify the administration promptly of any broken equipment, repairs, or cleanup required in a classroom.
20. I will maintain and enforce a classroom environment that is safe, respectful, and conducive to learning for all Cadets.

Communication

21. I will provide my students and parents with a course syllabus in the first week of class.
22. I will post in my classroom or on Blackbaud the due dates of major assignments.
23. I will inform my students when major assignments or tests are scheduled.
24. I will communicate with parents in a timely, respectful, and effective manner.
25. I will communicate student concerns early and often with the parents and administration.
26. I will notify parents at the midpoint of each quarter utilizing a *Letter of Concern* if their student is in danger of earning an "F" for the quarter, semester, or year.
27. I will notify parents prior to the release of report cards if their student will earn an "F".

Teacher Printed Name	Teacher Signature	Date
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Associate Headmaster Name	Associate Headmaster Signature	Date
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