

St. Joseph Catholic Church

Job Description Classroom Catechist:

The responsibilities of the Classroom Catechist include, but are not limited to:

- Communication and cooperation with the DRE and/or office staff
- Attendance at all Catechist meetings throughout the year
- To have a current BCI on file prior to the start of the PSR year
- To be certified in "Protecting God's Children prior to the PSR year
- Follow all St. Joseph PSR Program Policies
- To arrive at least 10 minutes early prior to the start of class for class preparation as well as be available after class to help with clean up and aid in class dismissal procedure
- To maintain 2 adults in the classroom at all times per PGC
- Responsible for planning and implementing weekly lessons
- Responsible for teaching and/or providing materials for aide or substitute (Email DRE your lesson plan if you have to miss a class)
- Assign your aide(s) responsibilities for classroom (i.e. getting any necessary supplies)
- Students must be brought into PSR building and dropped off in appropriate classrooms
- Students must remain in classrooms until parent comes in to pick them up (Grades 1 thru 4) & you must remain in the classroom until all students are picked up
- Maintain accurate attendance sheets (Aide can help with this, only aide or catechist is to take attendance)
- Make sure room is straightened for next PSR class to come in, ask aides and/or students for help; erase boards, push in chairs, return attendance baskets to front lobby and give to a Hall Monitor
- In the event of an emergency, take your attendance folder with you and gather your students in the appropriate location
- Do not open blinds during PSR (Blinds and windows are to remain closed at all times for safety reasons)

Programs may also include particular expectations specific to grade level activities, liturgical calendar events, etc .

Catechist Signature: _____

Date: _____