



Dolores Mission School

"Forming Men and Women for and with Others"

170 S. GLESS ST. LOS ANGELES, CA 90033 (323) 881-0001 FAX (323) 881-0023

www.doloresmissionschool.org

JOB DESCRIPTION:

CLASSROOM TEACHER/FACULTY MEMBER AT DOLORES MISSION SCHOOL

The classroom teacher is a faculty member employed by the school to provide for the well being of the whole child in academic, emotional, social, physical, and spiritual needs of each and every student enrolled. The expectations of this position are as follows:

A teacher/faculty member at Dolores Mission School:

- works under the direction of the principal.
- acknowledges that the School operates within the philosophy of Catholic Education and retains the right to employ individuals who demonstrate an ability to teach in accordance with this philosophy.
- understands and accepts that the values of Christian charity, temperance and tolerance apply to interactions with supervisors, colleagues, students, parents, staff and all others with whom teachers come in contact at or on behalf of the School.
- is expected to model and promote behavior in conformity to the teaching of the Roman Catholic Church in matters of faith and morals, in both professional and private life.
- maintains a positive and professional attitude at all times.
- uses positive and supportive language to encourage and support students.
- uses a positive, respectful and appropriate tone to communicate positively and effectively with each student (as appropriate for their age level), parent, staff, administration and other personnel member.
- shall use his/her best professional efforts and skills to perform all duties in a diligent, energetic, competent, and ethical manner, consistent with the School and Archdiocesan establish policies, directives and expected practices.
- is willing to offer support in any and all necessary functions to ensure the safety, supervision and education of all students.
- executes such duties as careful preparation and planning for each class consistent with School and departmental curriculum; submission of weekly lesson plans according to the expectations and policies; engages in diligent review and evaluation of student work and related communication to students and parents; and, as needed, conferring with students, the administration, and parents regarding each student's progress and development.
- learn and actively apply restorative justice strategies in lessons, disciplinary matters, conflict resolution, and etc. for student social and communicative development. Will also implement logical consequences designed to be restorative in line with this practice.
- informs the appropriate administration of any concerns, especially those regarding or progress and welfare of the students.
- engages in opportunities to consult, plan and learn from colleagues and administrators as well as provides support for colleagues.
- agrees to maintain the level of competency in subject matter, teaching methods, classroom management, and student supervision required by the School whether on their own initiative or at the direction of the School.
- shall attend faculty/staff meetings, conferences and professional development, including those prior to and following the School's regular academic year, participate in School



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activities including School liturgical activities, as requested, and complete other duties as assigned.

- may have revised duties and job assignment during the Term to meet the School's needs.
 - In the event the School's operations are extended by reason of fire, disaster, act of God, act of public authority or any other necessary necessity or emergency cause, teacher service may be suspended for the time period and rescheduled as needed to complete the full school year.
- understands and acknowledge that the policies do not constitute a contractual agreement with them.
- acknowledges that a copy of the parent/student handbook has been made available and that the Archdiocesan handbook is available online.
- shall be familiar with and comply with the school's Personnel policies and procedures as they may be adopted or amended from time-to-time, including policies in the Archdiocesan and Parent/Student handbook.
 - A teacher should refer to such documents for information relating to employment, duties and benefits.
- Shall comply with directives and follow expectations set forth in contract, handbooks, policies, meetings and correspondence.
- must adhere to dress code, maintaining a neat, clean and professional appearance in grooming and hygiene
- shall be familiar with, abide by, and assist and cooperate with School administration in enforcing the School's policies for students and families whether outlined in handbooks, School policies, or other directives and expected practices.
- is consistent with his/her schedule or notifies the appropriate administrator of any anticipated conflicts/changes to the schedule (all tardy employees are required to notify the appropriate administration if there is a delay.
- must arrive in a timely manner so as to be ready to begin work at 7:30 a.m.
- should not arrive later than 7:35 a.m. without notice to the appropriate administrator. Note: arrivals after 7:35 a.m. will be considered tardy.
- must arrive to all yard, recess and miscellaneous supervisory duties, meetings and class periods on time.
- is expected to meet deadlines or communicate challenges in meeting them as soon as possible.
- is expected onsite and available to complete job duties until at least 3:30 p.m., unless required to attend, direct or participate in additional events.
- is required to be available during the week until 4 p.m. at least twice a month to continue professional development or other emergent meetings.
- can lift 10-15 pounds, stand for extended periods of time and ambulate through the school building without difficulty.

The school administration reserves the right to amend this job description for just cause. Staff will be given notification if changes are made.



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MANDATED REPORTING:

School administrators, teachers, instructional aides and classified school employees are mandated reporters. The California Penal Code requires that any mandated reporter who knows or reasonably suspects that a minor (anyone under 18 years old) has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone and must follow up with a written or online report within 36 hours of the phone report.

Any mandated reporter in California who fails to report an instance of child abuse or neglect that he or she knows of or has reasonable suspicions about is guilty of a misdemeanor punishable by imprisonment in the county jail, by a fine, or by both. This failure to report may subject the person to disciplinary action as an employee and may result in the loss of teaching or other professional credentials.

California law and archdiocesan policies and procedures require all statutory mandated reporters to report abuse or neglect of minors in any situation in which a minor might currently be at risk of abuse or neglect, or in which there is the possibility of prosecution, no matter how remote. Archdiocesan policy also requires that those persons also make non-mandatory reports to the archdiocese where the victim is no longer a minor and regardless of where or when the abuse might have happened, if the alleged abuse involves past abuse by clergy, staff, or volunteers. The archdiocese includes vulnerable adults as possible victims about whom a report is to be made on the same basis as a possible minor victim.