



# BENET ACADEMY

Catholic • Benedictine • College Prep

## ENGLISH TEACHER

**CLASSIFICATION:** EXEMPT  
**FAMILY/DEPT.** TEACHER\_9501  
**EEO CLASSIFICATION:** Professional: 25-2031  
**REPORTS TO:** Department Chairperson and Principal  
**DATE CREATED:** 03/31/2015  
**DATE REVIEWED:** 04/19/2021

Required Education/Experience	Preferred Qualifications/Experience
Bachelor Degree required	Masters preferred.
	Type 09 IL Licensure strongly preferred.
	Out of state teaching license from an accredited college/university
	Experience in High School setting

### Additional Eligibility Qualifications

Strong communication and interpersonal relationship skills.  
Able to be supportive and empower students to develop critical thinking skills.

### MISSION STATEMENT

The mission of Benet Academy, as a Catholic, Benedictine, college preparatory high school, is to provide a disciplined educational environment that fosters the ongoing religious, intellectual and social development of its students.\_

### JOB DESCRIPTION

#### Summary/Objective

To plan, organize and implement an appropriate instructional program in an academic and Catholic learning environment that guides and encourages students to develop and fulfill their academic potential in the area of concentration.

## **Essential Functions**

1. Plan, prepare and deliver instructional materials and activities that facilitate active learning experiences utilizing various teaching techniques to include but not limited to, lectures, discussions, and demonstrations as well as provide a variety of learning materials and resources for use in educational activities.
2. Establish clear objectives for all lessons, units, and projects following curriculum guidelines, and communicate those objectives to students.
3. Prepare for and administer class activities and grade tests and assignments to evaluate students' progress.
4. Observe and evaluate students' performance and development and provide appropriate feedback to students.
5. Encourage and monitor the progress of individual students.
6. Maintain accurate and complete records of students' progress and development and keep all necessary records accurately and completely updated as required by law, and school regulations.
7. Identify and select different instructional resources and methods to meet students' varying needs while instructing and monitoring students in the use of the instructional resources and equipment.
8. Use relevant technology to support instruction including but not limited to, calculators, computers, iPads, audiovisual aids, and other equipment to supplement lessons.
9. Prepare required reports and assessments on students and activities while managing and keeping the online grade book current.
10. Interpret assessment results to determine instructional strategies based on student needs.
11. Manage student behavior in the classroom by establishing and enforcing rules and procedures.
12. Confer with parents or guardians, other teachers, counselors, and administrators in order to enhance student learning, to address academic difficulties, and resolve behavioral issues.
13. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
14. Maintain discipline in accordance with the rules and disciplinary systems of the school.
15. Apply appropriate disciplinary measures where necessary.

16. Attend staff and department meetings, educational conferences, and serve on committees in order to maintain and improve professional competence.
17. Collaborate with other teachers and administrators in the development, evaluation, and revision of programs.
18. Supervise field trips, visits by guest speakers, or other experiential activities, and guide students in learning from those activities.
19. Be involved in extracurricular activities such as sports, student organizations, and academic contests.
20. Perform supervisory duties during study halls, homerooms and cafeteria periods.
21. Must establish a before and/or after school schedule in order to assist students who require extra help in mastering materials.

## **Competencies**

- |  |                                  |
|--|----------------------------------|
| 1. Self-motivation                         | 8. Organizing and planning       |
| 2. High energy level                       | 9. Learning and orientation      |
| 3. Verbal and written communication skills | 10. Critical thinking            |
| 4. Attention to detail                     | 11. Stress tolerance             |
| 5. High work standards                     | 12. Flexibility and adaptability |
| 6. Problem solving                         | 13. Initiative                   |
| 7. Decision making                         |                                  |

## **Supervisory Responsibility**

This position does not have any supervisory responsibilities other than stated above in Essential Functions.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a school that combines standard office settings including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. Employee may be exposed to bloodborne pathogens.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

### **Position Type/Hours of Work**

This is a Full-Time, Exempt contract position. Contracts are offered for one-year periods. (A "contractual year" is understood to mean an approximate 12-month period coinciding with the beginning of school activities in August and ending August 31<sup>st</sup> of the following calendar year.)

Faculty members should be in attendance the entire school day and should arrive by 7:30 a.m. or earlier (to assist students) and depart after 3:00 p.m. This also includes those teachers who have unassigned first or ninth period.

### **Travel**

Throughout the school year and during the summer months, there may be opportunities for travel tours, field trips, and off-campus overnight events. Although some of these may be school sponsored, the Academy recognizes that the students and the faculty may choose to participate in non-school sponsored educational travel tours and field trips.

### **EEO Statement**

Benet Academy is an equal employment opportunity employer, that does not—because of race, color, creed, religion, ancestry, age, sex, marital status, national origin, physical or mental disability or handicap, or veteran status—fail or refuse to hire qualified applicants. Benet Academy reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees are prohibited from performing, teaching, or advocating any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

### **Other duties as assigned**

Serves as a positive role model and supports the teachings of the Roman Catholic Church at all times. Creates a faith-focused learning environment within the classroom and school in which he or she serves, and maintains a Catholic culture in his or her classroom that

is emphasized through to include but not limited to; words, deeds, manner of dress, and actions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for a Full-Time English Teacher at Benet Academy. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

**Print Name:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This job description has been approved by all levels of management:**

**Principal:** \_\_\_\_\_

**Dept. Chair:** \_\_\_\_\_

**HR Manager:** \_\_\_\_\_