

ART TEACHER AT OUR LADY OF GRACE

As art teacher your duties include but are not limited to the following:

PLANNING for INSTRUCTION:

- ❖ Inventory and order materials for the Art Program.
- ❖ Use the diocesan standards and curriculum to create a rigorous, objective-driven, arts-infused art program.
- ❖ Complete a lesson plan for each week's work and submit before class on Mondays when requested.
- ❖ Identify in each lesson what thinking skills will be explicitly taught and practiced; what physical, social, or content skills students will be able to do and how students will know if they can do it.
- ❖ Differentiate for individual students based on their unique learning needs so all students are appropriately engaged and challenged.
- ❖ Ensure students are engaged through activities and technology that accommodate various learning styles, personality styles, and the need for physical movement.
- ❖ Collaborate with classroom teachers to create interdisciplinary units that teach grade level content knowledge and skills through art.

DELIVERY OF INSTRUCTION:

- ❖ Explicitly introduce learning objectives to activate students' prior knowledge as it relates to the objectives and conclude the lesson by revisiting the learning objective and having students apply it in context.
- ❖ Present content through a variety of instructional strategies to reach all learners.
- ❖ Provide many and varied opportunities for students to achieve mastery while working to promote achievement by all students without exception.

ASSESSMENT:

- ❖ Develop standards-aligned, measurable, ambitious big goals that will increase student opportunities for achievement; assess and track performance against these goals.
- ❖ Measure student achievement of, and progress toward, the learning objectives and big goals with formative and summative assessment tools.
- ❖ Provide ongoing and timely feedback to families and students on students' progress towards meeting goals by frequently checking for understanding and listening. (at minimum in the forms of progress reports and report cards).
- ❖ Use data to reflect on effectiveness of lessons and student achievement progress in order to improve instruction and personal practice.
- ❖ Enter grades into the grading system on a weekly basis and observe timeliness regarding progress report and report card due dates.
- ❖ Arranges and communicates with students, parents, teachers, and administration concerning make-up work and any other work outside the time limits of class.

LEARNING ENVIRONMENT:

- ❖ Give Christian witness through personal beliefs and conduct.
- ❖ Create a focused environment of fairness and respect that encourages students to take risks and strive to reach goals.
- ❖ Communicate and enforce high expectations and standards for behavior and academic performance to create a strong culture of achievement and respect.
- ❖ Establish, model, practice, and reinforce age-appropriate rules and logical consequences; create and consistently use individual behavioral management plans, as needed.
- ❖ Create a functional and attractive learning environment in which emphasis is placed upon the development of a positive self-concept.
- ❖ Implement classroom procedures, systems, and routines that provide structure for students and maximize instructional time.

FAMILY AND COMMUNITY RELATIONS:

- ❖ Communicate respectfully and thoughtfully with parent/guardians and volunteers, remaining sensitive to different families' cultures, values and needs.
- ❖ Initiate and maintain timely communication with all parents/guardians concerning student progress and to provide a clear picture of the curriculum and high expectations.
- ❖ Work collaboratively with parents/guardians, families, and other members of the community to involve them in activities and to support the success of the student.
- ❖ Work with the principal in organizing display pieces.
- ❖ Communicate with classroom volunteers regarding schedules, duties, and assistance during classes, and confidentiality.
- ❖ Prepare student work for scheduled presentations and publication for community fundraisers, diocesan events, and other promotional events throughout the school year.

PROFESSIONALISM:

- ❖ Exhibit conduct in professional life consistent with the policies of teachers of the diocese.
- ❖ Collaborate with colleagues (school-wide meetings, professional development days, the professional development institute) to continuously improve personal practice, instruction, assessment, and student achievement, as well as the overall goals and mission of the school and diocese.
- ❖ **Work no more than 28 hours/week (without prior written approval by principal) during weeks that school is in session, plus one week before school begins and one week after school closes, with 5 or fewer hours/week worked offsite.**
- ❖ Access meaningful learning experiences (current theory, research, and developments in relevant academic disciplines, professional development opportunities, and ideas from colleagues and supervisors) and exercises judgment in accepting findings as valid for application in classroom practice and teacher improvement.
- ❖ Reflect critically upon teaching experience; identify areas for further professional development as part of a professional development plan that is linked to grade level, school, and network goals; access meaningful learning experiences; and listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms.
- ❖ Hold in strict confidence all matters pertaining to the students and the school.
- ❖ Fulfill all outlined and related functions professionally, timely and thoroughly.
- ❖ Perform all duties as determined by the principal.

Date

Teacher Signature

Date

Principal Signature

Date

Pastor Signature