

The Professional Educator

The following outline includes expectations of professional educators at Vermilion Catholic.

Professional Responsibilities

The professional educator

- is a role model
- dresses professionally
- treats all (students, parents, teachers, staff) persons with dignity and respect
- attends all liturgical celebrations and religious functions
- attends all department and faculty meetings and in-service opportunities
- is punctual to school, the classroom, meetings, and duty
- is available to students at two set times before school, after school, and/or during lunch weekly. These times must be posted to inform parents and students. All students who do not pass a test, must meet with their teacher during one of their conference times or participate in a parent/teacher conference in which a directed plan of action is created.
- is available to parents for appointments during conference hours, before and after school
- communicates with students and parents
- meets deadlines for all reports, grades, etc.
- is a supervisor between classes, at Masses and assemblies, before and after school

Instructor

The professional educator

- plans course overview for the year with department members (upper school)
- teaches the course content as indicated by the curriculum plan of the school
- is responsible for appropriate assessment of student performance in accord with school guidelines (if 75% of students miss a test question, the question is discarded followed by teacher reteaching and retesting.)
- incorporates a variety of teaching methodologies to meet the needs of a diverse student population

- students' tests must be a part of the learning cycle so teachers must review all tests with their students in a timely manner
- maintains accurate records of attendance and grades
- maintains accurate documentation of student accommodations and parent & student communications in RenWeb

Manager

The professional educator

- maintains a classroom environment conducive to learning (failing students should be seated in front of classroom in order to closely monitor student engagement)
- supports school policies
- leads each class in prayer either at the beginning or end of class or both
- maintains the classroom and school facilities

Life-long Learner

The professional educator

- is involved in continued professional growth through educational opportunities
- does professional reading
- continues to grow spiritually

Special Points of Emphasis

- Treat all students with dignity and respect.
- Principle of Servitude (a Teaching of the Church)
 - This principle calls for dealing with a problem at its “lowest level” and following the appropriate chain of command. If a concern is to be properly addressed, a teacher must be able to identify and respond to the problem.
- Please remember that professional discussions about students and their academic or behavior problems are confidential.