



## Job Description of the

# FXW- OSP Extended Day Teacher

*The Frances Xavier Warde School is a Catholic elementary school in downtown Chicago that provides an excellent academic, values-oriented education to students of all ethnic, religious, cultural and socio-economic backgrounds in a child-centered urban environment. As a keystone of its diverse community, The Frances Xavier Warde School provides need-based scholarships to thirty percent of its students. The Frances Xavier Warde School partners with its families, nurtures faith development for its Catholic students, and engages all its students to learn about and respect other faith traditions. The Frances Xavier Warde School uses a rigorous curriculum that enables students to grow, clarify their values, and develop decision-making skills and a sense of responsibility for themselves and the world they will inherit.*

### Extended Day Program Description

At The Frances Xavier Warde School, our Extended Day Program offers students opportunities to expand their social skills and learn while participating in a variety of activities. Teachers lead lessons that often support their given talents such as art, creativity, and literature.

### Primary Function

The Extended Day Teacher provides a quality curriculum to FXW students after school hours. The teacher writes weekly lesson plans for the grade level with whom s/he works. S/he is responsible for managing a group of 20-25 students along with another member of the Extended Day Staff. S/he should maintain a positive classroom environment, while ensuring safety of those in his/her care.

### Key Relationships

The Extended Day Teacher reports directly to the Extended Day Director. Other key relationships include his/her co-teacher, the OSP Principal and Assistant Principal, and day teachers.

### Qualification and Requirements

A candidate should hold:

- A Bachelors or Masters Degree in Education or a related field

A candidate will need upon hiring:

- A TB test
- Protecting God's Children Requirements (Background Screening, Fingerprinting, VIRTUS Training, CANTS, Code of Conduct)



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### What Makes a FXW Extended Day Teacher Competent and Effective

Extended Day Teachers are hired with the expectation that they possess the necessary knowledge, teaching skills, character, and commitment to be productive members of the FXW community. The following is a list of descriptors:

- Adheres to the unique Catholic mission and interfaith values of FXW School
  - Articulates a working knowledge of FXW's value-centered mission
  - Demonstrates a willingness to plan, encourage and participate in community building activities within the Extended Day Program (religious, social and educational)
- Create and manage the classroom in a positive manner, respecting the dignity of all
  - Respects the right of students as individuals
  - Utilizes positive reinforcement strategies
  - Mentors students effectively and professionally
  - Recognizes and encourages cooperative behavior
- Maintain a positive rapport with all members of the FXW community
  - Accepts feedback and works to show improvement
  - Respects the integrity of fellow staff, students and parents by being discreet and tactful when discussing student and school related issues
  - Demonstrates flexibility and models collegiality
- Fulfill routine duties and expectations in a dependable manner
  - Demonstrates evidence of prior planning and preparation
  - **Is punctual in role as teacher (2:30 PM)**
  - Works under stressful conditions
  - Implements OSP Discipline Plan
  - Communicates with parents on a needs basis
  - Clean-up, recycle, and re-organize the classrooms the way they were left upon entry
  - Meet with Extended Day Director monthly to monitor and assess the Program, to make any necessary changes or alterations, and to review the Staff Handbook's policies and procedures
  - Immediately notify the Extended Day Director of any injuries, problems, or concerns about students.
    - Complete Accident Report form, if needed
  - Assist in the dismissal of the children from the classroom and at the 4:30pm and 6:00pm dismissal times
  - Notify the Extended Day Director of your absence
    - Call the Extended Day Director if you will be absent as soon as possible, preferably the day before