

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Part-Time Teacher
Department:	English
Reports to:	Principal
Date:	5/14/21

General Summary

What is the primary purpose of this position?

The English Teacher will be a passionate educator who is deeply committed to Catholic, faith-based education and student success. The teacher is a subject matter expert who knows how to build a positive, inclusive classroom culture focused on learning, uses student learning data to drive his or her work, and delivers engaging, rigorous instruction. The teacher is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento, and to adhere to the directives set by school administration. This is a part-time position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Implement curricula and academic interventions that meet grade-level standards;
- Design and implement assessments that measure students' progress towards grade-level standards;
- Use student assessment data to refine curriculum and inform instructional practices;
- Communicate effectively with students, families, and colleagues;
- Create a positive, achievement-oriented and structured learning environment that excites and invests students;
- Foster and support an inclusive educational environment;
- Collaborate with teachers and leaders to improve instructional, culture-building and leadership skills;
- Maintain grading records, record daily attendance, and complete all required record keeping as designated by administration, and,
- Attend and fully engage in all professional development, staff meetings, liturgies, and school events such as but not limited to Catechetical training, Back to School Night, Open House, Baccalaureate, Graduation.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's Degree and Single Subject Teaching Credential, Master's Degree preferred.

Job experience:



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Experience teaching English at the high school or college level. Experience teaching in Catholic education.

Technical/Functional skills:

- Excellent written and verbal communication skills
- Proficiency in Chromebook usage and educational applications and in integrating technology into the curriculum
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students
- Commitment to fostering culturally competent and inclusive learning environments
- Maintains confidentiality and professional ethics
- Complies with guidelines established for safety training

Other Requirements:

- Other duties may be required as needed.