

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT: St. James School**

**POSITION: Teacher**

**CATEGORY: Exempt**

**POSITION STATUS: Part Time**

**SUPERVISOR: Principal**

**JOB SUMMARY:** The schoolteacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The teacher is accountable to the principal and expected to provide education to the grades and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of St. James School, and adhere to the directives set by school administration.

**ESSENTIAL FUNCTIONS:** The teacher establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgement.

### **General Responsibilities:**

- As part of the educational ministry of the Diocese of Sacramento, leads daily prayer, plans and participates in school liturgies
- Maintains effective classroom management and cultivates an atmosphere conducive to learning
- Confers with principal and staff in the planning and development of curriculum and pedagogy
- Actively participates in teacher collaboration and articulation
- Plans instruction carefully and implements content effectively
- Organizes and prepares resources for students
- Participates in ongoing training and maintains the appropriate Catechist Certification
- Incorporates technology into the learning environment within the classroom
- Teaches assigned subjects and assists students as needed
- Evaluates and grades students' work
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each child as assigned
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal
- Participates in ongoing evaluation for accreditation for St. James School

### **Record Keeping Responsibilities:**

- Maintains grading records and updates computer grading system at least weekly
- Prepares report cards for distribution at the end of each grading period
- Records daily attendance of students
- Completes all required forms and reports as designated by administration

**Meeting Responsibilities:**

- Attends all school events, such as but not limited to, Catechetical Sunday, Back to School Night, Open House, graduation; as well as, all faculty, professional development, ongoing catechesis, and other meetings as established and scheduled by the principal and the Catholic School Department

**Distance Learning Responsibilities:**

- In addition to responsibilities above, the teacher is required to be available for distance learning and communication for the hours specified when instituted by the principal or CSD (e.g., during extended school closure); the teacher must have access to the Internet and electronic means of communication and delivery of distance learning.
- The minimum expectations for providing distance learning include the following:
  - Daily instruction by the teacher, either through posted video or real-time online interaction
  - Online class interaction at least once per week if not providing real-time instruction
  - Daily office hours for students and parents
  - Availability to parents and parent contact once per week

**Other Responsibilities as designated by the principal:**

\*Oversees and manages Student Information System (SchoolSpeak)

\*Helps to oversee and manage students' school email and online school platforms

**MINIMUM QUALIFICATIONS:**

**Education:**

Bachelor's degree with teaching credentials, or  
 Bachelor's degree with seven years as a full-time teacher in the Diocese of Sacramento, or  
 Master's degree with five years as a full-time teacher in the Diocese of Sacramento, or  
 Doctoral degree with three years as a full-time teacher in the Diocese of Sacramento

**Experience:** Previous instructional experience preferred

**Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of St. James School's mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by St. James School
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency in iPad and Chromebook usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE