

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Philomene School POSITION: Teacher

CATEGORY: Exempt

POSITION STATUS: Full Time

SUPERVISOR: Principal

JOB SUMMARY: St. Philomene School is currently seeking to employ a full time 3/4 Spanish Dual Language Immersion Teacher for the 2022-2023 school year in order to accommodate our growing Dual Language Immersion Program. The candidate should be a practicing Roman Catholic in good standing, hold a current CA teaching credential or Master's degree, and be able to demonstrate competency and confidence in teaching language literacy in both English and Spanish. Under the supervision of the School Principal; the Dual Language Immersion Teacher provides instruction and services for those students in a Dual Language Immersion classroom. Instructional delivery in Spanish 50% of the day and English 50% of the day. The ideal candidate will be fluent and bi-literate in Spanish and English and have a Bilingual authorization.

Please refer to the attached job description for more information, and submit the pre-application questionnaire along with your edjoin application.

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. Philomene 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:

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. Philomene School mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by St. Philomene 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 Google Chrome, Microsoft Word, Excel, and computerized software
- Displays proficiency in MacBook iPad usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE