

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Long-Term Substitute Teacher for Spanish
Department:	Modern & Classical Languages
Reports to:	Principal
Date:	2/15/23

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt X
Full-time, temporary X	Part-time <input type="checkbox"/>
Pay rate: \$27.50 per hour	

General Summary

What is the primary purpose of this position?

The Long-Term Substitute Teacher for Spanish at St. Francis Catholic High School is responsible for teaching high school students in Spanish for a limited term. The St. Francis 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 that knows how to build a positive 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 position is a temporary, hourly 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.

- Developing and administering school curriculum consistent with school mission and objectives;
- Promoting a classroom environment that is safe and conducive to student learning;
- Fostering and supporting an inclusive educational environment;
- Ensuring that student conduct conforms with the school's standards and policies, and maintains standards needed to achieve a functional learning atmosphere in the classroom;
- Coordinating with other staff members to evaluate and assess curriculum;
- Maintaining a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by school procedures and applicable laws;
- Providing student feedback and communicating effectively with students and families as appropriate;
- Attending FEP/SST meetings as appropriate;



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- Participating in general supervision duties;
- Attending employee meetings, department meetings, collaboration meetings, and staff meetings as needed;
- Complying with established safety guidelines.

Job Specifications/Requirements

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

Education:

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

Job experience:

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

Technical/Functional skills:

- Desire to serve in the vocation of Catholic education;
- Ability to teach grade levels 9-12;
- Excellent written and verbal communication skills;
- Proficiency in Chromebook usage and applications and using technology to enhance teaching practices;
- Native or near-native proficiency in speaking and writing Spanish;
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students;
- Familiar with ACTFL proficiency guidelines and National standards for foreign language learning;
- Maintains confidentiality and professional ethics;
- Complies with guidelines established for safety training.

Other Requirements:

- Other duties may be required as needed.

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Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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