

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. John the Evangelist

POSITION: TK–8 Art Teacher (Part-Time)

CATEGORY: Exempt

POSITION STATUS: Part Time

SUPERVISOR: Principal

JOB SUMMARY:

The Art Teacher supports the mission of St. John the Evangelist School by creating a vibrant, faith-filled learning environment that nurtures creativity and self-expression through visual arts. This part-time educator provides instruction in art to students in grades TK through 8, planning lessons that integrate art history, techniques, and media, while fostering an appreciation for the creative process. The teacher models Catholic values, maintains professionalism, and collaborates with faculty to support the overall development of students.

ESSENTIAL FUNCTIONS:

The teacher demonstrates leadership, artistic expertise, and the ability to facilitate hands-on learning experiences in a developmentally appropriate and engaging way.

General Responsibilities:

- Develop and deliver an age-appropriate visual arts curriculum for grades TK–8, including drawing, painting, sculpture, and other media
- Foster a love for the arts while encouraging creativity, skill-building, and self-expression
- Create a safe, inclusive, and positive classroom environment where students feel supported and inspired
- Collaborate with classroom teachers to integrate art into cross-curricular projects
- Organize and display student artwork around campus and assist in planning art-related events or exhibits
- Maintain a well-organized art room and manage art materials and supplies efficiently
- Participate in school liturgies, prayer, and other aspects of the school's faith life as appropriate
- Attend scheduled staff meetings, professional development days, and school events as required
- Communicate effectively and professionally with students, parents, and colleagues
- Supervise students and ensure their safety in all environments under your care
- Uphold the Code of Ethical Conduct and comply with all diocesan and school policies

- Complete Safe Environment training, background checks, and provide TB clearance as required
-

RECORD KEEPING RESPONSIBILITIES:

- Maintain records of student work and progress
 - Provide timely input for report cards and other student assessments
 - Monitor attendance for assigned classes
-

MEETING RESPONSIBILITIES:

- Attend school functions, faculty meetings, and art-specific planning as requested
 - Participate in accreditation processes and school-wide initiatives
-

DISTANCE LEARNING RESPONSIBILITIES (if needed):

- Provide virtual instruction and resources in the event of school closure
 - Maintain communication with students and parents, and be available for support
-

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree in Art Education or a related field required
- Teaching credential or experience in art instruction preferred

Experience:

- Previous experience teaching visual arts in an elementary or junior high setting preferred

Skills/Knowledge:

- Passion for art and creative expression
- Familiarity with Catholic values and school environment
- Strong classroom management and organizational skills
- Ability to integrate technology into instruction
- Effective communication and collaboration skills
- Commitment to professional growth and ethical conduct