



Job Profile

Job Title:	Teacher
Department:	Mathematics
Reports to:	Principal
Date:	5/7/25

General Summary

What is the primary purpose of this position?

The St. Francis Catholic High School Mathematics Teacher will be a passionate educator who is deeply committed to Catholic, faith-based education and student success. The Mathematics Teacher facilitates student understanding of mathematics, fostering the development of logic, problem solving, and formal mathematical thought. 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 person in this position 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 full-time position teaching Algebra and Honors Algebra.

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.

- Design and implement lesson plans according to the goals and objectives in the Scope and Sequence guidelines for the Mathematics program, ensuring they are in accordance with site and diocesan policy;
- Implement curricula and academic interventions that meet grade-level standards consistent with school mission and objectives;
- Design and implement assessments that measure students' progress towards grade-level standards;
- Use student assessment data to refine curriculum and inform instructional practices;
- Successfully foster and support an inclusive educational environment;
- Create a safe, positive, achievement-oriented and structured learning environment that excites students and supports learning;
- Communicate effectively with students, families, and colleagues;
- Collaborate with teachers and leaders to improve instructional, culture-building and leadership skills;
- Develop specific plans for substitutes as necessary;
- Maintain grading records, record daily attendance, and complete all required record keeping as designated by administration;
- Attend all employee meetings, department meetings, collaboration meetings, and FEP/SST meetings as appropriate;



Job Profile

- Attend and fully engage in all professional development, staff meetings, liturgies, masses, prayer services, assemblies, homeroom duties, supervision duties, and school events such as but not limited to Catechetical training, Community Benefit, 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 required, Single Subject Teaching Credential and/or Master's Degree preferred.

Job experience:

Experience teaching Math 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;
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students;
- Excellent written and verbal communication skills;
- Proficiency in classroom technology usage and applications and in integrating it into the curriculum;
- Familiarity with Professional Learning Communities;
- Maintains confidentiality and professional ethics;
- Complies with guidelines established for safety training.

Other Requirements:

- Other duties may be required as needed.

Employee Signature:

Date:

Supervisor Signature:

Date:

HR Signature:

Date: