

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** St. Mel School

**POSITION:** PE Teacher

**CATEGORY:** Exempt

**POSITION STATUS:** Full Time

**SUPERVISOR:** Principal

**JOB SUMMARY:** This is full time position, teaching PE to Preschool-8th grade. The PE Teacher 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. Mel 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 when necessary
- 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. Mel School

**Record Keeping Responsibilities:**

- Maintains grading records and updates computer grading system at least weekly
- Submits weekly lesson plans to the Principal
- 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

**MINIMUM****QUALIFICATIONS:****Education Preferred:**

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. Mel School mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by St. Mel 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 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

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DATE

**JOB SUMMARY for Athletic Director:** The athletic director respects Catholic values and aids students in Christian formation by exemplifying Catholic living. The athletic director is accountable to the principal and expected to supervise all sports activities of the school, 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. Mel School, and adhere to the directives set by school administration.

**ESSENTIAL FUNCTIONS:** The athletic director establishes a faith-filled environment, demonstrates leadership without specific direction using considerable judgement.

**General Responsibilities:**

- As part of the educational ministry of the Diocese of Sacramento, leads prayer
- Participates in ongoing training and maintains the appropriate certification in *Play Like a Champion*
- Confers regularly with the principal to maintain communication and unified policies and procedures consistent with St. Mel School philosophy and athletic policies of St. Mel School, diocese, and PAL (if applicable)
- Confers regularly with coaches
- Publishes guidelines for athletic policies and procedures consistent with St. Mel School policies
- Assists in the interview process of off-campus coaches
- Conducts group meetings with all off-campus coaches to maintain good communication, and orientation regarding the school's mission, policy, and procedures
- Confers and cooperates with PAL directors (if applicable)
- Supervises all athletic personnel, coaches, and athletics
- Provides and presents a written evaluation of performance of each coach at the end of the season
- Coordinates and supervises the athletic facilities, under the guidelines determined by the principal
- Implements all school policies regarding student eligibility requirements for participation in the sports program
- Prepares and distributes to the principal and teachers the names of the students participating in the sports program
- Prepares a written schedule of all practices, tournaments, and games and distributes to parents, students, teachers, principal, and secretary
- Maintains, stores, and inventories all equipment and uniforms
- Communicates professionally and in a timely manner with pastor, principal, colleagues, parents, and students
- Implements all safety procedures; first aid, emergency preparedness, and coordination of transportation
- Procures officials and funding to pay officials
- Prepares and submits the athletic budget to the principal for approval
- Maintains records of all permission slips
- Coordinates the Athletic Booster Program and sports award celebration
- 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

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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