

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Our Lady of the Assumption School

**POSITION:** Science Teacher

**CATEGORY:** Exempt

**POSITION STATUS:** Full-Time or Part-Time

**SUPERVISOR:** Principal

**JOB SUMMARY:** The teacher forms our students in their faith and helps them to grow academically, socially, and emotionally. The teacher works towards the high achievement of every student, helping them to meet their full potential. The teacher establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgement.

The 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 Our Lady of the Assumption School, and adhere to the directives set by school administration.

**ESSENTIAL FUNCTIONS: General Responsibilities:**

- The teacher establishes a faith-filled environment
- The teacher demonstrates leadership with students, parents, faculty and staff
- The teacher demonstrates knowledge of content and facilitates learning for students without specific direction using considerable judgment.
- 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 (livescan), 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 Our Lady of the Assumption School

**Here's a revised, clean add-on job description section tailored specifically for a Science Teacher role, aligned with your existing document and written in a professional, mission-centered tone:**

## **Science Teacher – Specific Responsibilities**

In addition to the general responsibilities outlined above, the Science Teacher will:

- **Deliver Standards-Based Science Instruction**  
Teach grade-level science curriculum using an approved textbook and supplemental resources, ensuring alignment with diocesan and state standards while integrating Catholic values and wonder for God's creation.
- **Facilitate Hands-On Laboratory Learning**  
Plan, prepare, and lead engaging laboratory experiences in a safe and organized environment, helping students develop scientific inquiry skills, critical thinking, and a deeper understanding of scientific concepts.
- **Design and Assign Meaningful Projects**  
Create and assess projects that encourage exploration, creativity, and application of scientific knowledge, fostering student curiosity and ownership of learning.
- **Coordinate the School Science Fair**  
Organize and oversee the annual Science Fair, including student preparation, project guidelines, judging coordination, and event execution, promoting academic excellence and student achievement.
- **Lead Outdoor Science Education Experience**  
Plan and coordinate the annual five-day overnight field trip to the Marin Headlands, including curriculum integration, logistics, student supervision, and collaboration with administration and families. This experience supports environmental awareness, community building, and experiential learning.
- **Promote Stewardship of Creation**  
Encourage students to appreciate and care for God's creation through scientific study, environmental awareness, and responsible decision-making.

## **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 school events, such as but not limited to faculty meetings, faculty retreats, 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 (when applicable):**

- 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 Our Lady of the Assumption School mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by Our Lady of the Assumption 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 Classroom, Microsoft Word, Excel, and other computerized software
- Displays proficiency with computer hardware and applications, and effectively integrates technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

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EMPLOYEE SIGNATURE  
DATE

DATE

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SUPERVISOR SIGNATURE