Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Our Lady of the Assumption School

POSITION: Middle School Science Teacher (Grades 6–8)

CATEGORY: Exempt/Full Time

POSITION STATUS: 6th Grade Homeroom / Middle School Math Teacher (Grades 6–8 Math)

JOB SUMMARY

The Middle School Math Teacher serves as the 6th Grade Homeroom Teacher and provides rigorous, engaging, and faith-filled mathematics instruction for middle school students. The teacher works to ensure students meet or exceed diocesan and state mathematics standards while developing problem-solving abilities, mathematical reasoning skills, perseverance, collaboration, and confidence as learners.

The math program at OLA emphasizes strong foundational skills blended with higher-order thinking, real-world application, collaborative learning, and conceptual understanding. Instruction incorporates direct instruction, guided practice, problem-solving activities, technology integration, and differentiated support to meet the needs of diverse learners. Students regularly utilize Chromebooks and digital learning tools to enhance instruction, practice skills, complete assignments, and engage in collaborative and interactive learning experiences.

As the 6th Grade Homeroom Teacher, the teacher helps foster a positive and supportive classroom community rooted in Catholic values, virtue formation, respect, responsibility, and student leadership. The teacher collaborates closely with middle school faculty, communicates effectively with parents, and supports the overall mission and culture of Our Lady of the Assumption School.

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 is expected to implement the mission and philosophy of Our Lady of the Assumption School, follow Diocese of Sacramento policies, and adhere to directives established by school administration.

ESSENTIAL FUNCTIONS

General Responsibilities

- Establishes a faith-filled classroom environment rooted in Catholic values and Gospel teachings
- Serves as the 6th Grade Homeroom Teacher and supports the spiritual, academic, social, and emotional growth of students

- Demonstrates leadership with students, parents, faculty, and staff
- Facilitates engaging and rigorous mathematics instruction aligned with diocesan and state standards
- Develops lessons that strengthen:
    - Mathematical reasoning
    - Problem-solving skills
    - Critical thinking
    - Conceptual understanding
    - Real-world application of mathematics
- Utilizes a variety of instructional strategies, including:
    - Direct instruction
    - Guided practice
    - Cooperative learning
    - Small group instruction
    - Inquiry-based learning
    - Higher-order thinking activities
    - Problem-solving tasks
- Project-based learning
- Integrates Chromebooks, educational technology, and digital learning tools effectively into instruction
- Differentiates instruction to meet the needs of diverse learners and support student success
- Maintains effective classroom management and cultivates an atmosphere conducive to learning
- Encourages student responsibility, organization, collaboration, and leadership
- Confers with administration and staff in curriculum planning and instructional improvement
- Participates actively in collaboration and articulation among grade levels and departments
- Organizes and prepares instructional materials and classroom resources
- Evaluates and grades student work in a timely and meaningful manner
- Communicates professionally and effectively with parents, students, colleagues, and administration
- Supervises students during assigned duties and school activities
- Participates in ongoing training, professional development, and Catechist Certification
- Supports school activities, programs, liturgies, retreats, and events as assigned
- Participates in accreditation efforts, including WCEA/WASC self-study and data collection processes
- Adheres to the Diocese of Sacramento Code of Ethical Conduct and all school policies

RECORD KEEPING RESPONSIBILITIES

- Maintains grading records and updates online grading systems regularly
- Prepares report cards and progress reports
- Records daily attendance
- Maintains accurate records of assessments and student progress
- Completes required forms and reports as designated by administration

MEETING RESPONSIBILITIES

- Attends faculty meetings, retreats, Back-to-School Night, Open House, graduation, professional development, and other required meetings and events
- Collaborates with faculty and administration regarding curriculum, student progress, and school initiatives

- Participates in parent conferences and regular communication with families

MINIMUM QUALIFICATIONS

Education

- Bachelor's degree required
- Teaching credential preferred
- Mathematics background or experience teaching middle school math preferred

Experience

- Previous middle school teaching experience preferred
- Experience with differentiated instruction, technology integration, and middle school classroom management preferred

Skills / Knowledge

- Practicing Catholic with knowledge and understanding of the Catholic Church preferred
- Commitment to the mission and philosophy of Our Lady of the Assumption School
- Strong classroom management and organizational skills
- Ability to facilitate engaging and rigorous mathematics instruction
- Ability to integrate technology effectively into instruction
- Proficiency in Google Classroom, Chromebook integration, and educational technology tools
- Excellent written and verbal communication skills
- Ability to establish positive rapport with students and families
- Ability to work collaboratively as part of a faculty team
- Commitment to professional growth and continuous improvement
- Catechist Certification or willingness to complete certification within designated timelines

PHYSICAL & PROGRAM EXPECTATIONS

- Ability to supervise students in classroom and school settings
- Ability to organize classroom materials and instructional resources effectively
- Ability to participate fully in school activities, supervision duties, retreats, and events

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EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE