



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

THEOLOGY TEACHER

Reports To: Vice President of Mission and Faith/Vice Principal of Academics

Job Status: 10 month, full-time, exempt

Salary Information: Salary will be commensurate with experience. Full benefits and a 401(K) retirement savings program included.

Description: JSerra Catholic High School is looking for a qualified theology instructor to teach multiple courses within its Theology department. The ideal candidate for this position would be an individual who is faithful to the teachings of the magisterium of the Catholic Church in all aspects of his or her life and who possesses skills and experience that would enable him or her to flourish both as a theology teacher and role model for high school aged students. Applicants should have the ability to participate in shared decision-making in a team environment, have excellent oral and written communicative skills and be proficient in technology.

RESPONSIBILITIES

- Planning, preparing, and delivering lessons to all students in class
- Assigning work, correcting and marking work carried out by his/her students
- Assessing, recoding and reporting on the development, progress, attainment, and behaviors of one's students
- Providing oral or written assessments, reports and references relating to individual students
- Communicating, consulting and co-operating with other members of the school's staff
- Advising and co-operating with the Head of Faith Formation, Head of Curriculum, Head of Administration, Headmaster, and other teachers in the preparation and development of courses of study, teaching materials, teaching programs, and methods of teaching and assessment
- Participating in department retreats, in-service education and training courses
- Participating in staff, group or other meetings related to the school
- Supervising students outside of the classroom, such as at lunchtime or during detention

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent interpersonal communication skills – both in writing and as a speaker
- Proficiency in the development of curriculum at the secondary level
- Proficiency in assessing student progress and maintaining accurate records via the school's on-line grading program

EDUCATION & EXPERIENCE

- Bachelor's degree in Catholic Theology
- Diocesan Catechist Certificate preferred
- High School Teaching Experience desired

SPECIAL QUALITIES & CHARACTERISTICS

- Passionate for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff