



ST. ANNE SCHOOL

JOB DESCRIPTION

Long Term Chinese Language Substitute Teacher

St. Anne School, an independent Catholic School in Laguna Niguel, is seeking exceptional lower and middle school long term Chinese (Mandarin) Language substitute Teacher. To be able to teach beginning levels in the primary grades up through Chinese III in middle school. Course curriculum consists of oral language development, a study of Chinese culture and an introduction into written language. Class sizes are small. A valid teaching credential along with a minimum of two years teaching experience is preferable but not required. We are looking for a talented, creative, hard-working, team player with a broad-range of classroom skills, along with an appreciation of developmental characteristics of middle school students to join our strong faculty.

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies and goals of the school, as well as the decisions made by the Board of Directors and Administrators.
- Insures the health, safety and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

DEFINITION:

The Substitute Teacher will be responsible for the instructional program, general operations, and management of your assigned class or program, Third through Eighth Grade. Responsibilities include, but are not limited to, the following:

DUTIES:

- Plan, implement, and supervise the educational program for your class in accordance with the goals, policies, procedures, philosophy and curriculum of the school.
- Insure the classroom program meets the needs of the individual student.
- Treat each student with dignity and respect.
- Insure a positive environment where each student is encouraged to reach his/her potential and to take risk.
- Be responsible for the appearance of your classroom, including display of students' work, classroom guidelines, bulletin boards, and a clean, neat and orderly appearance.
- Attend all staff meetings, in-services, and required school functions.
- Provide lunch/playground/carpool supervision as assigned.
- Provide necessary and effective parent communication, including Parent/Student conferences.
- Be actively involved in the accreditation process of the school.
- Attend the following activities:

- All School Masses, Chapels and assemblies
- Christmas Program
- Committee Meetings as requested
- All other activities as designated by the school
- Complete record keeping accurately and in a timely manner.
- Adhere to a professional dress code as outlined in the Employee Handbook.
- Attend special subject classes and teacher development activities as required.
- Arrange for substitute teacher and provide meaningful lesson plans in the event of your absence.
- Maintain a professional attitude and behavior with students, parents, and other staff members.

QUALIFICATIONS:

- Teaching credential preferable.
- A minimum of two years teaching experience preferable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Three to Four months, Required to be on campus 7:30 am – 3:30 pm Monday thru Friday.

Reports to: Head of School

Please send cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org.