



## **Saint Catherine of Siena Parish School**

### **Job Description**

#### **Spanish Teacher**

Saint Catherine of Siena is a Transitional Kindergarten through Eighth grade Catholic School in Laguna Beach California. A valid teaching credential along with a minimum of two years of teaching experience is preferable. We are looking for a talented, creative, hard-working, team player with a range of skills, along with an appreciation of developmental characteristics of elementary and middle school students to join our strong faculty.

#### **Responsibilities:**

- Acts as a role model of professionalism in a Catholic environment.
- Takes a lead role in teaching Spanish to students from Transitional Kindergarten through middle school.
- Works with the Transitional Kindergarten through Middle School team of teachers to develop and implement the philosophy, policies and goals of the school.
- Insures the health, safety and welfare of all students.
- Adheres to all policies and procedures as outlined by the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

#### **Definition / Duties:**

The Teacher will be responsible for the instructional program, general operations and management of their assigned class or program, Transitional Kindergarten through Eighth grade. Responsibilities include, but are not limited to the following:

- Plan, implement, and supervise the educational program for Spanish 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.
- Be responsible for the appearance of the classroom, including display of students' work, classroom guidelines, bulletin boards, and a neat and orderly appearance.
- Attend all staff meetings, in-services, and required school functions.
- Provide morning / playground supervision as assigned.

- Provide necessary and effective parent communication, including Parent/Student/Teacher conferences.
- Be actively involved in the accreditation process of the school.
- Attend the following activities:
  - All School Masses, Chapel Masses and assemblies
  - Christmas and Spring programs
  - Committee Meetings (see contract for other “duties” outside the school day)
  - All other activities as designated by the school or outlined in the Employee Agreement
- 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 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:** Ten month employee, School hours are 7:30 AM to 3:30 PM

**Reports to:** Principal