

Mission Basilica School 4th Grade Teacher

Job Responsibilities

Under the direction of the principal, the 4th grade teacher will be responsible for:

- Performing the duties of a teacher in accordance with the current policies as outlined in the Administrative and Employee Handbooks of the Diocese.
- Preparing a curriculum maps for the 4th Grade.
- Analyzing student data to ensure that the learning objectives of the course meet the unique, diverse, and ever-changing needs of the students.
- Coordinating off-site student learning excursions/fieldtrips in conjunction with learning objectives.
- Maintaining an online grade book that enables regular (weekly) communication of student progress to parents and or guardians.
- Maintaining a safe and welcoming learning environment for all learners.
- Coordinating writing contest submissions from students as deemed necessary based upon opportunities.
- Coordinating learning and performance opportunities for students to practice leadership skills, public speaking skills, negotiation skills, and conflict-resolution.
- Adhering to the policies and procedures of the Diocesan Employee Handbook and the Mission Basilica School Faculty and Staff Handbook.

Requirements

- Responsible for attending school-sponsored events held after normal school hours as specified in the Faculty and Staff Handbook – Teacher Policy Manual and the Required Contract Days memo provided by the school upon contact signing.
- Attending the 4th grade pilgrim overnight field trip.
- Responsible for attending professional development opportunities sponsored by the school and the Diocese of Orange as scheduled throughout the school year.
- Responsible for attending the Diocese of Orange New Teacher Orientation in August 2019.

Qualifications

All candidates must demonstrate the following minimum qualifications:

- A valid California Clear Teaching Credential or state-issued equivalent in the area of English.
- Valid certification for Basic First Aid and CPR.
- A minimum of four years of teaching experience in a middle school or high school setting.
- A practicing Catholic in good standing with the Roman Catholic Church.
- A valid Basic Catechist Certification from the Diocese of Orange Pastoral Ministry or Diocese /Archdiocese equivalent.
- A strong set of interpersonal, verbal communication and written communication skills with a history of working collaboratively with others in a school setting.
- A history of professional goal-setting, organization, implementation, and reflection for projects and programs.

- A strong command of digital skills including use of *Microsoft Office*, *Google* applications, *Outlook*, *Aeries*, and *Edlio* or other teacher website equivalent.
- A willingness to employ new technologies in an integrated and authentic manner that places students at the center of meaning-making and problem-solving in the classroom.
- A commitment to social justice and critical pedagogy that recognizes the unique gifts and talents of each learner.
- A flexible demeanor and willingness to adapt to school schedule changes, special events, and celebrations that help foster the school's mission of teaching to the whole child.
- A perspective of Catholic education as a ministry, not just a job.

Position Status

Position is a full-time salaried 10-month position.

Application Procedure

If you wish to be considered for this position, please first complete the Diocese of Orange Teacher Employment Application through the Office of Faith Formation. Application directions, the application form, the recommendation forms, and the teacher application requirements are available on the Diocese of Orange website at www.rcbo.org.

Once the application process through the Diocese of Orange is complete, please mail or email your resume and cover letter to Mrs. Alycia Beresford at aberesford@mbssjc.org.

Application Deadline

Until position is filled.