



St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688

Middle School Teachers for Various Subjects – Math, History/Religion, Science and English – Part Time (29 hours per week)

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Reports to

Positions report directly to the Principal, Upper School (Grades 5 – 8). Positions are in 6th, 7th and 8th Grades.

Responsibilities

- Demonstrate a commitment to professional growth and ethical standards to advance the charism, philosophy, mission, vision, and goals, of the school.
- Cultivate a classroom atmosphere conducive to learning.
- Teach assigned subjects.
- Demonstrate appropriate use of instructional technology and other educational tools to enhance and extend instruction.
- Maintain classroom management.
- Organize and prepare resources for students.
- Assist students as needed.
- May be required to assist with AM and PM traffic duties as well as monitoring of student lunch and recess.
- Communicate professionally and in a timely manner with parents.
- Plan instruction carefully and implement effectively.
- Collaborate with peers to enhance the work environment and support instructional planning.
- Maintain confidentiality regarding school matters.
- Adhere to the policies and procedures of the Diocesan Employee Handbook and the St. Junipero Serra Catholic School Staff General Policies Handbook.

Qualifications

- A valid California Teaching Credential.
- Single subject credential preferred.
- For History/Religion Teaching position, the following are preferred:
 - ❖ Previous experience teaching Religion (in school classroom setting, Religious Education at parish, adult RCIA program, etc.)
 - ❖ Possess a Master Catechist certificate
 - ❖ Have an active, official role at his/her parish (lector, Eucharistic minister, etc.)

Position Status

This is a salaried/exempt 10-month teaching position. Healthcare benefits not available for this position.

Application Procedure

If you wish to be considered for this position at this time, please send or email your resume/letter to Elise Trent at etrent@serraschool.org.