



ST. BONAVENTURE CATHOLIC SCHOOL

ELEMENTARY TEACHER JOB DESCRIPTION

2021 -2022 School Year

Job Title: Catholic School Teacher

Status: Full Time - Exempt

Location: St. Bonaventure Catholic School, Huntington Beach, California

Primary Function: Under the direction of the school principal is responsible for supporting the Diocese of Orange in its mission to evangelize and catechize youth in a Catholic School environment.

Ministerial Commitments:

- Recognizes and supports the unique Catholic Mission of the school by speaking, acting, and instructing consistent with the teachings of the Catholic Church; a teacher may not espouse any doctrine inconsistent with the teachings of the Church.
- Give evidence of lived Gospel values by being an active member of a faith community and being open to the importance of a personal faith journey; strive to model the teachings of Jesus by attitude and example.
- Help build the school's faith community by a demonstrated willingness to participate in and plan school religious service activities.

Essential Duties and Responsibilities:

- Must be present on campus during regularly scheduled hours each regular work day.
- Demonstrate effective planning skills by preparing lessons designed to implement stated goals and objectives and by incorporating school, diocesan, Common Core State Standards and objectives in lesson plans. Submit lesson plans by 3 pm the first day of each school week.
- Maintain curricular mapping as designated by administration by published due dates.
- Follow Diocesan grading policies and Diocesan mandated grading scales.
- Enter graded student work in the FACTS grade book within one week of the date of the assessment or assignment. Long term projects must be entered in the web-based grade book within two weeks of the due date.
- Demonstrate competence in teaching by exhibiting current, thorough, knowledge of curriculum and subject matter and be able to communicate effectively with students; be able to organize classroom learning and materials to maximize student time on tasks as well as motivate student learning.
- Develop and use effective methods of evaluation/assessment that are directly related to curriculum objectives and to concepts and skills taught; consistently and effectively evaluate and assess student progress.
- Establish a consistent classroom management approach which promotes self-direction, and positive self-image; sets high standards for student behavior and manage inappropriate behaviors effectively.
- Maintain a clean, well-organized, and pleasant learning environment that includes regular upkeep of bulletin boards that display student work.
- Be available for afternoon, evening and weekend work as necessary (as noted on calendar). Some examples: Parent/Teacher Conferences, Parent Orientation Night, Community Open House, Graduation Mass, etc.
- Cooperate with school and Diocesan administration; work effectively in a positive manner with all school employees.

- Promote positive relationships with parents and students.
- Maintain regular communication with parents with regard to their child's specific needs.
- Proactively engage in parent conferences, meetings and communications throughout the school year in accordance with school policy.
- Respond to parent communications and/or concerns in a timely manner (within two school days).
- Communicate to parents and others in the school community about the classroom and curriculum and post homework by 2:15 pm each school day on web-based program (FACTS).
- Prepare a weekly classroom news or communication that will be distributed to families on the same day each week.
- At all times demonstrate professional responsibility in enforcing Diocesan and school policies and regulations.
- Maintain confidentiality of information, display sound judgment in dress and general behavior.
- Perform other duties as assigned by administration.
- Attend calendared faculty, staff, and PLC/department meetings.

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office/education environment.

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding

Basic Qualifications:

- A working knowledge of and a strong commitment to the mission of fostering lay leadership in the Catholic Church. If a baptized Catholic, must be a practicing Roman Catholic in full communion with the church.
- Excellent communication skills including written, verbal, public speaking and presentation skills.
- Excellent human relations and interpersonal skills; must be a self-starter and well-organized; must be a team player.
- Be able to manage multiple tasks simultaneously.
- Flexibility in assessing needs and strategies and adapt appropriately in an educational and ministerial environment.
- Proficiency in the use of technology, specifically, Microsoft Office Suite, Google Education Suite, FACTS SIS Database, Renaissance Learning Assessment Suite (STAR, AR), Zoom, Remote/Distance Learning Applications/Software, and any programs deemed necessary by administration.
- The ability to successfully complete a criminal history and background check
- TB test requirements met
- COVID-19 vaccination requirements met
- Professional manner and a clean and neat personal appearance

Education:

- A bachelor degree from an accredited university with a valid State of California Teaching Credential
- Lay Ministry Basic Certification or Recertification per Diocese of Orange Emmaus Institute Guidelines
- CPR/AED training certification for adults and infants.