
4TH GRADE ELA READING/WRITING/GRAMMAR TEACHER 2021-2022 JOB POSTING

Position Title: 4th grade ELA Reading/Writing/Grammar teacher

Job Classification: Exempt

Reports to: Assistant Principal and Principal

School Vision Statement

Faithful to our Catholic values, we sustain an evolving school-wide learning environment that inspires each Learner to achieve his or her God-given potential inside and outside the classroom.

Always learning, our graduates are confident and compassionate young men and women who will make a difference.

School Mission Statement

St. Edward the Confessor Parish School, a preschool through eighth grade school within the Diocese of Orange, shares in the mission of the Roman Catholic Church to live the Gospel message by building Catholic identity through a Sacramental life of service to God, family, parish and community.

Working together with parents, we are dedicated to develop faith formation, academic excellence and digital citizenship. We strive to help our learners grow spiritually, intellectually, socially and emotionally within a Christ-centered environment.

Position Description

The 4th grade ELA teacher will be a homeroom teacher for one class and responsible for reading, writing and grammar instruction for all 4th grade students (3 sections). St. Edward Parish School utilizes Readers-Writers Workshop method of instruction in Kinder – 5th grade. The teacher will ensure the involvement and engagement of students in learning through a wide variety of instructional approaches and methodologies. The teacher will develop measurable assessment strategies to monitor and communicate student achievement and learning. The teacher will work in partnership and collaboration with other members of the 4th grade instructional team. The teacher will communicate openly and regularly to parent stakeholders regarding student achievement and learning.

The role of a teacher is a ministerial function of the School and Diocese. As such, the Teacher is expected to exhibit in speech or action behavior that is consistent with the teachings of the Catholic Church.

Professional Responsibilities of Teacher:

During the School Day

The regular school day includes thirty-minutes work activity before the beginning of the school day and thirty-minutes work activity after the end of the school day. It includes thirty-minutes duty free lunch period. Teachers are expected to perform all duties determined by the Principal or Assistant Principal during the regular school day. Teachers are assigned weekly traffic duties which may occur before or after school.

Outside of the School Day

Teachers are expected to participate in all school functions scheduled outside the regular school day, such as in-service programs, faculty meetings, field-trips, parent conferences, Open House and other activities specified by the Administration. Additionally, teachers in grades 7th-8th are required to chaperone one school dance per academic year.

Instructional Duties

- To motivate students to follow the example of Christ, striving to teach the Christian virtues and nurture disciples by personal example as well as by explicit instruction.
- To follow prescribed curriculum in all subject areas.
- To make appropriate use of supplementary materials and teaching aids.
- To analyze and interpret students' work and test results with a view to discovering opportunities for improvement.
- To provide for individual differences.
- To improve his/her own teaching by means of professional reading, attendance at Teachers' meetings and institutes, and conscientious preparation for every class.
- To cultivate students' work habits and study skills.
- To be regularly available before and after school for the instruction and guidance of students.
- To work collaboratively with other members of the 4th grade instructional team to facilitate academic, behavioral, personal, and social growth of all 4th grade students.
- To work with parents, the primary educators of their children, providing periodic reports and arranging parental conferences when necessary.
- To be professionally and personally responsible for the order and progress of students under their authority, direction, and supervision, including developing and maintaining a classroom environment conducive to effective learning.
- To assist in curriculum construction and revision when it is needed.
- To assist in the selection of textbooks, equipment, and other instructional materials and resources.
- To develop, in a cooperative manner with the administration, a plan for improvement and enrichment of instruction when required.

- To provide parents with information that will serve the best interests of their children, and to be discreet with information received from parents.
- To attend and participate in all faculty meetings where attendance is required.
- To accept a share of responsibility for co-curricular activities.

Administrative Duties

- To observe the educational regulations of the school, as set forth by the Diocese and the State of California.
- To record daily attendance and tardiness and to refer to the Principal or Assistant Principal all requests for absence or early dismissal.
- To complete school records and report cards.
- To secure the approval of the Principal or Assistant Principal for all general communications with parents concerning school matters of importance.
- To confer with the Assistant Principal and Principal about all unusual occurrences as well as all serious disciplinary problems.
- To communicate with parents on important issues and to respond in a timely manner to parents' questions or concerns.
- To fulfill supervision duties assigned by the Assistant Principal or Principal
- To insure that students are supervised at all times throughout the school day.
- To observe the code of professional ethics of the Teaching Profession of the State of California. (<http://www.ctc.ca.gov/educator-prep/standards/CSTP-2009.pdf>)
Professional Development

Required Qualities:

It is the unique responsibility of a Catholic school to provide means and opportunities for the religious education and development of students. For this reason, primacy in hiring will be given to teachers who not only are Catholic, but who also have an understanding of the Catholic faith and a commitment to living that faith. All school personnel are expected to actively participate in the formation of the Christian Faith Community in their school.

All Teachers of Religion must be practicing Catholics with current Diocesan certification or in process of certification per Diocesan policy.

- Faith Qualities: upholds teachings of the Catholic Church; models a lifestyle consistent with Christian values. A commitment to social justice and critical pedagogy that recognizes the unique gifts and talents of each learner.
- Professional Qualities: professional demeanor; honors job obligations, i.e., work hours, professional growth hours; well-prepared for class; monitors student learning frequently and consistently; communicates regularly with parents and students; remains up-to-date in research, strategies and methods relevant to subject matter and student learning. Understands complexity of teaching students with varied learning styles and needs and adjusts instruction accordingly.

- Personal Characteristics: effective communicator; demonstrates commitment to students and their learning; approachable; problem solver. 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 is essential.
- Cognitive Abilities: possesses firm understanding of subject matter and is able to effectively explain subject matter; able to problem solve.
- Facilitation Skills: able to manage classroom tasks (attendance, grading, use of the school's student information system, preparation of progress reports/SLAs, conferencing, organization of furnishings and materials, etc.) as well as coordinate and deliver effective instruction in a timely manner; able to respond to parent requests for information/meeting in a timely manner.

Required Qualifications:

- Teachers must be certified by the state of California in relation to the teaching assignment. Reciprocity is given to Teachers with valid out-of-state credentials. However, when the latter expires, application must be made to the California Commission on Teacher Credentialing.
- Experience with Readers-Writers Workshop instructional framework.
- Valid certification for Basic First Aid and CPR.

Position Status

Position is a full-time, benefit-eligible, salaried 10-month position. The salary for each teacher will be based upon the salary scale approved by the Diocese of Orange Department of Catholic Schools.

The term of the annual employment agreement for teachers is 190 days which includes 10 days of professional development and planning before, during and after the end of the school year.

Application Procedure

Interested candidates should mail or email your resume and cover letter to Tom Waszak at twaszak@stedschool.org or St. Edward the Confessor Parish School 33866 Calle La Primavera, Dana Point, CA 92629.

Application Deadline

The position will remain open until it is filled.