

# St. Barbara School

Open Arms. Open Minds. Open Hearts.

## Elementary School Teacher

St. Barbara School is a Transitional Kindergarten through 8<sup>th</sup> grade Catholic school. We are looking for faith-filled, creative, and energetic elementary level teachers who are eager to share their love of our faith and of education with our students. We are looking for in a person who will instruct, supervise, and inspire students in a safe, Catholic school environment.

### Knowledge, Skills, Abilities:

- Ability to implement lessons based on school objectives, student needs and abilities, as well as state/Common Core and diocesan standards
- Ability to communicate both orally and in writing, using correct grammar, to present information effective and respond appropriately to questions
- Maintain effective classroom management strategies on a daily basis
- Establish and maintain effective relationships with students, staff, and parents through oral and written communication as well as email

Knowledge of a variety of teaching strategies that will engage students

- Knowledge of school policies and procedures that will ensure the safety of all students
- Skilled in teaching all subjects, utilizing technology, and encouraging student engagement

### Duties and Responsibilities:

- Provides classroom instruction to students as outlined in lesson plans
- Creates a classroom that is conducive to learning and appropriate to the maturity and interests of the students, upholding the teachings of the Catholic Church
- Maintains and respects confidentiality of student and school personnel information
- Maintains established routine of the school and classroom procedures which they are assigned
- Maintains a professional appearance and demeanor as an example to students, working respectfully with all students and staff

- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Maintains discipline and classroom control in a safe and positive learning environment for all students and staff in accordance with school rules/expectations
- Maintains rules of conduct which encourage self-discipline and responsibility
- Communicates effectively and collaborates effectively with parents, students, faculty, and administration as needed
- Meets and instructs assigned classes in the locations and time designated as well as ensuring students arrive at extra-curricular classes and are picked up on time, communicating with administration when one would not be in the designated locations
- Report all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as is reasonably possible
- Assigns, monitors, collects, grades, and returns student work all in a timely manner
- Returns instructional materials, equipment, and keys to proper place
- Completes all other assigned duties, such as updating gradebook and websites, updating classroom bulletin boards, on a routine basis

Also, to perform/carry out any and all other duties assigned by administration

### **Education and Experiences:**

Bachelor's Degree

Valid California Teaching Credential

Valid certification in CPR/First Aid

### **Application Procedure**

Please email a resume and cover letter to Melissa Baroldi, Principal, at [baroldi@stbarbara.com](mailto:baroldi@stbarbara.com). All interested applicants **must** complete an application with the Diocese of Orange. The application can be found at <https://occatholicschools.org/employment>.

