



# SAINT JOACHIM

## Catholic School

### JR. HIGH HISTORY/RELIGION TEACHER

#### JOB DESCRIPTION

**Job Summary:** The teacher respects Catholic values and aids students in Catholic Christian formation by exemplifying Catholic, Christian living both in and out of the classroom. The teacher is accountable to the principal and is expected to provide education to the grades and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Orange and in the employee and school handbooks of St. Joachim School, and to adhere to the directives set forth by school administration.

**Essential functions:** The teacher will establish a faith-filled environment, demonstrated knowledge of content, facilitate learning for all students following prescribed curriculum, model Gospel values, be a contributing member of a professional learning community, and participate in all required duties as assigned.

**Supervisor:** Principal

#### General Responsibilities of the Teacher:

The Jr. High History and Religion teacher will teach Ancient Civilization, Western Civilization, and United States History to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. The teacher will also teach Religion to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade classes. Primary responsibility shall include student safety, effective collaboration and attention to each student's readiness to learn including needed guidance, discipline, and social/emotional well-being.

#### Major Duties and Responsibilities:

- The teacher plans for student success based on assessed needs of individual students and the use of data and information to determine each student's current knowledge and skill level, set student learning goals, and assess student progress. The assessment of student needs includes the use of Diocesan assessment tools and strategies in addition to the teachers own professional practice.
- The teacher works collaboratively in a professional learning community with other teachers in addressing the needs of students, developing effective teaching and assessment practices, and implementing these best practices.
- The teacher will regularly conduct planning for lessons using commonly accepted professional practice (content, goals, assessment, re-teaching, etc.) and consistent with school approved curriculum and instructional practice.
- The teacher uses research-based instructional strategies in planning lessons to make the teaching and learning more relevant to students (e.g., contextual learning opportunities).

- The teacher maintains and provides reasonable and meaningful student grading and evaluation consistent with school and district policy and regularly and effectively communicates such information to students and parents. Reporting may include regular posting to and maintenance of electronic grade systems with parent and student access.
- The teacher integrates Diocesan approved and/or required technology into planning, learning, progress reporting, and required record-keeping activities.
- The teacher creates, communicates, and maintains classroom management practices that effectively engage students in the learning process. Acceptable student behavior and related discipline procedures are well understood by students and consistently enforced to maintain a positive learning environment.
- The teacher will actively participate in faculty or department meetings, assist building efforts to plan, budget, implement, and evaluate the school's program and to do related work as required.
- The teacher will follow school policy and procedures, standard practices, and approved curriculum, and will actively and positively support the school vision.
- The teacher is constantly observant of the needs and challenges of students and promptly engages an administrator or appropriate educational staff associates when the teacher suspects or reasonably believes that a student is at risk or in danger due to such issues as bullying, depression, or academic failure.
- The teacher serves as a positive role model for students and practices the behaviors that are expected of students.
- The teacher assists in the supervision of students at school activities and events. The teacher remains vigilant of students throughout the school day and the school location, taking the initiative to engage students when students are acting inappropriately or in inappropriate locations for the time of day.
- The teacher will establish professional goals and annually review the plan and progress with the administrator.
- The teacher will perform other duties as assigned.

**Education:**

Bachelor's degree with California preliminary or clear multiple subject credential, alone or with Master's degree in Education

**Experience:** Previous teaching experience preferred, but not required

**Special Skills:**

- The teacher will be a practicing Catholic with general knowledge and understanding of the institution of the Catholic Church
- Aligned with the mission and philosophy of St. Joachim School
- Complies with guidelines established for CPR, first aid, and Coronavirus health and safety
- Proficient in Microsoft word, SMART board technology, document cameras, and other computerized software, school information system
- Maintains strict confidentiality and professional ethics in all situations

Interested individuals who meet the above-mentioned qualifications should contact principal Lisa Gilbert: [lgilbert@saintjoachimschool.org](mailto:lgilbert@saintjoachimschool.org).

