

MISSION BASILICA SCHOOL

Transitional Kindergarten Teacher



POSITION DESCRIPTION

The Transitional kindergarten teacher will work in partnership and collaboration with other members of the MBS faculty and staff to facilitate integrated instruction across the curriculum. Following the guidelines of second grade curriculum standards, the teacher will ensure the involvement and engagement of students in learning through a wide variety of instructional approaches and methodologies. Teacher will develop measurable assessment strategies to monitor and communicate student achievement and learning.

RESPONSIBILITIES

Under the direction of the principal, the transitional kindergarten teacher's duties will include but are not limited to the following:

- Performing the duties of a teacher in accordance with the current policies as outlined in the Administrative and Employee Handbooks of the Diocese.
- Preparing a curriculum map for the TK Program including notation of the student learning objectives, content standards (State of California content standards and Common Core standards), and assessments.
- Analyzing student data to ensure that the learning objectives of the course meet the unique, diverse, and ever-changing needs of the students.
- Collaborate with faculty to develop lessons that integrate other content areas of the curriculum including social studies, religion, mathematics, and science.
- Coordinating off-site student learning excursions/fieldtrips in conjunction with learning objectives.
- Maintaining an online grade book that enables regular (weekly) communication of student progress to parents and or guardians.
- To maintain daily lesson plans, objectives, and learning opportunities that will help each child grow toward his / her total potential – physically, mentally, emotionally and spiritually.
- To provide a safe learning environment where children will be free to explore, discover, create, and manipulate.
- To help each child feel worthwhile and loved by understanding the child, by meeting the child's needs, and spending time with him / her.
- To evaluate the child's behavior and progress through recorded observations.
- To help parents feel welcome and an essential part of the school's program through friendly encounters and invitations to visit the center.

- To communicate with the parents concerning the child's progress, interests, and needs through face-to-face and telephone conversations, parent conferences, and to plan with them for the well being of the child.
- To do one's fair share in seeing that the building, grounds, and equipment are maintained.
- To cooperate with staff in meeting each other's needs.
- To work as a team.
- To actively participate in staff meetings, making them an important and viable part of the program.
- To be prompt.
- To be eager and cheerful about fulfilling one's responsibilities.
- To help to create an environment that is exciting and enjoyable to professionally work and grow in.
- To respect the school and its objectives and at all times represent its program in the best possible light.
- To notify the administration regarding absences and secure a substitute.
- To be aware of literature and research in one's own professional field.

REQUIREMENTS

- Responsible for attending school-sponsored events held after normal school hours as specified in the Faculty and Staff Handbook – Teacher Policy Manual and the Required Contract Days memo provided by the school upon contact signing.
- Responsible for attending professional development opportunities sponsored by the school and the Diocese of Orange as scheduled throughout the school year.
- Responsible for attending the Diocese of Orange New Teacher Orientation in August 2021.

QUALIFICATIONS

All candidates must demonstrate the following minimum qualifications:

- A Bachelor's Degree from an accredited college or university.
- A valid California Clear Teaching Credential or state-issued equivalent in the area of English.
- Valid certification for Basic First Aid and CPR.
- A minimum of four years of teaching experience in a preschool or primary educational setting.
- A Catholic in good standing with the Roman Catholic Church.
- A valid Basic Catechist Certification from the Diocese of Orange Pastoral Ministry or Diocese /Archdiocese equivalent.
- A strong set of interpersonal, verbal communication and written communication skills with a history of working collaboratively with others in a school setting.
- A history of professional goal-setting, organization, implementation, and reflection for projects and programs.
- A strong command of digital skills including use of *Microsoft Office*, *Google* applications, etc.
- A willingness to employ new technologies in an integrated and authentic manner that places students at the center of meaning-making and problem-solving in the classroom.
- A commitment to social justice and critical pedagogy that recognizes the unique gifts and talents of each learner.

- 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.
- A perspective of Catholic education as a ministry, not just a job.

POSITION STATUS

Position is a full-time salaried 10-month position.

APPLICATION PROCEDURE

If you wish to be considered for this position, please first complete the Diocese of Orange Teacher Employment Application through the Office of Faith Formation. Application directions, the application form, the recommendation forms, and the teacher application requirements are available on the Diocese of Orange website at www.rcbo.org.

Once the application process through the Diocese of Orange is complete, please mail or email your resume and cover letter to Alycia Beresford (Principal).