



ST. ANNE SCHOOL

JOB DESCRIPTION

Elementary Teacher K-5

St. Anne School, a private independent Catholic School in Laguna Niguel, is seeking an exceptional Elementary Teacher. A valid teaching credential along with a minimum of two years of teaching experience is preferable. We are looking for a talented, creative, hard-working, team player with a broad range of artistic skills, along with an appreciation of the developmental characteristics of middle school students to join our strong faculty.

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty, departmental, grade level, and administrative meetings as needed.

DEFINITION:

The Elementary Teacher will be responsible for the instructional program, general operations, and management of the assigned class or program, Kindergarten through Fifth Grade.

Responsibilities include, but are not limited to, the following:

DUTIES:

- Plan, implement, and supervise the educational program for the assigned grade level class in accordance with the goals, policies, procedures, philosophy, and curriculum of the school
- Create effective learning plans aligned with state standards for the assigned class in a digital format and submit them weekly to the designated Google folder by Monday at 8:00 am
- Ensure the classroom program meets the needs of the individual student and inspires each child to pursue their highest level of academic achievement, spiritual formation, and character development

- Treat each student with dignity and respect, ensuring they are empowered to explore their God-given gifts, discover their passions, and envision their future as a positive influence on the world
- Ensure a positive environment where each student is encouraged to take risks
- Create an orderly, clean and neat appearance in the classroom, including the display of students' work, classroom guidelines, and bulletin boards
- Attend all staff meetings, in-services, and required school functions
- Provide lunch/playground/carpool supervision as assigned
- Provide necessary and effective parent communication, including Parent/Student conferences, teacher web pages, and grade books
- Establish and work on yearly professional goals
- Be actively involved in the accreditation process of the school
- Complete record keeping accurately and in a timely manner, updating all grades weekly by Monday morning at 8:00 am
- Adhere to a professional dress code as outlined in the Employee Handbook
- Attend professional development workshops, and in-services experiences as required
- Arrange for a substitute teacher and provide meaningful lesson plans in the event of an absence
- Maintain a professional attitude and behavior with students, parents, and other staff members
- Performs tasks and other duties as assigned by the Head of Lower School

QUALIFICATIONS:

- Bachelor's Degree in Education
- Teaching Credential
- A minimum of two years of teaching experience

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard classroom setting

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information

Vision: See in the normal visual range with or without correction

Hearing: Hear in the normal audio range with or without correction

Hours: 10 months, salary exempt employee, dates outlined in Employment Agreement

Required to be on campus 7:30 am – 3:30 pm Monday thru Friday

Reports to: Head of Lower School

This is a full-time exempt position. Full medical benefits and pension plan included. Salary is commensurate with experience and education. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org.