



ST. ANNE SCHOOL

JOB DESCRIPTION

Long-Term Substitute for English Teacher

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

RESPONSIBILITIES:

- Act as a role model of professionalism in a Catholic environment.
- Support the philosophy, policies, and goals of the school, as well as the decisions made by the Administration and Board of Directors.
- Insure the health, safety, and welfare of all students.
- Hold in strict confidence all matters pertaining to the school.
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attend faculty, departmental, grade level and administrative meetings as needed.

DEFINITION:

The middle school English teacher will be responsible for the instructional program, general operations, and management of their assigned class or program, Sixth through Eighth Grade. Responsibilities include, but are not limited to, the following:

DUTIES:

- Plan, implement and supervise the educational program for your class in accordance with the goals, policies, procedures, philosophy, and curriculum of the school.
- Insure the classroom program meets the needs of the individual student.
- Treat each student with dignity and respect.
- Insure a positive environment where each student is encouraged to reach his/her potential and to take a risk.
- Be responsible for the appearance of their classroom, including a display of students' work, classroom guidelines, bulletin boards, and a neat orderly appearance.
- 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 gradebooks.
- Establish and work on yearly professional goals.

- Complete record keeping accurately and in a timely manner.
- Adhere to a professional dress code as outlined in the employee handbook.
- Attend professional development workshops, in-service experiences as required.
- Arrange for a substitute teacher and provide meaningful lesson plans in the event of your absence.
- Maintain a professional attitude with students, parents, and other staff members.

QUALIFICATIONS:

- Teaching credential preferable
- A minimum of two years of teaching experience is preferable

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: Five-month (January to May)

Reports to: Assistant Principal

This is a 6-month position that is an hourly \$20 - \$24 part-time temporary non-exempt position. Please send a cover letter, resume, and references to our Human Resources Specialist Melissa Vergara at hr@st-anne.org.