

CATHOLIC SCHOOL ELEMENTARY CLASSROOM TEACHER

Position Title: 5th Gr. Classroom Teacher, St. Didacus Parish School

Hours: Full time

Supervised by: Principal

FLSA Status: Exempt

Primary Responsibilities:

The teacher services the school in an instructional capacity and performs the specific duties assigned by the principal of the school.

- Provides grade appropriate instructional program including:
 - a) Lesson planning
 - b) Classroom preparation
 - c) Assessment of each student's performance
- Provides grade appropriate extended or enrichment opportunities
- Supervises students
- Participates in faculty meetings, school committees, and in-services
- Attends other school functions and activities as necessary
- Advances educational knowledge by attending conferences, professional development opportunities, and reading educational journals
- Use computers, overhead projectors, document camera, iPad, and other electronic equipment
- Other duties as assigned

Administrative/Other Responsibilities:

- Return voice-mail/e-mail messages in a timely manner
- Communicate regularly with parents
- Submit assessment data to Department Chairpersons/complete tasks in a timely manner
- Maintain a neat and orderly classroom
- Demonstrate a respectful demeanor with staff, students, and parents
- Observe utmost confidentiality regarding parent, student, staff information/conversations

Qualifications:

It is expected that the teacher has/is:

- A Bachelor's Degree
- Successful experience in student teaching or classroom teaching
- A Preliminary Teaching Credential working toward a Clear Credential
- Positive references and recommendations
- A Clear criminal background check (a clear Livescan for the Diocese of San Diego is a condition of employment)
- A basic understanding and acceptance of Catholic School philosophy, goals and objectives
- Necessary background and training in elementary educational methods and subject areas
- Understanding of child development and skills necessary to relate to the students
- Appropriate control and discipline techniques, which will enhance the learning environment
- Active, practicing, Roman Catholic with extensive knowledge and adherence to Church teaching and life.

Physical Requirements:

To successfully meet the needs of the students in his/her care, the teacher must:

- Spend the majority of the day standing in the classroom. While standing the teacher will frequently hold objects they are working with or demonstrating
- Sit on an occasional basis when developing lesson plans, grading, etc.
- Walk through the classroom and be able to maneuver in tight spaces between desks. Walk on both even and uneven surfaces
- Deal with students while kneeling or squatting, stooping, or bending
- Reach at, below, or above shoulder height with the dominant upper extremity; may require trunk or neck rotation to look back at the class
- Assist in moving children's desks and chairs to change the layout of the classroom to influence the learning situation. It is occasionally necessary to lift and carry boxes weighing up to 25 pounds from the office to classrooms. Carrying can be up to 200 feet and varies.

It is important for elementary school teachers to be able to:

- Speak clearly so listeners can understand. Understand the speech of another person
- Hear sounds and recognize the difference between them; focus on one source of sound and ignore others
- See details of objects whether they are nearby or far away
- Have unimpaired or corrected vision/hearing

Please email cover letter, resume, and copy of credential to Kim James:

kim.james@stdidacusparishschool.org