



Reports to:	Principal		
Job Classification:	Exempt: Professional	Hours per week:	Dependent on assignment
Work Year:	Faculty Year	Pay Scale:	Faculty

JOB SUMMARY

The classroom teacher is responsible for planning, organizing and implementing an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.

ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES

- Actively support the Catholic, Holy Cross mission of the school in the classroom and throughout school programs
- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning and are in accordance with school standards
- Establish and communicate clear objectives for all learning activities
- Provide a variety of instructional strategies and resources to address student learners
- Observe and evaluate student performance and development
- Use relevant technology to support and differentiate instruction
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies
- Assign and grade class work, homework, tests, and assignments
 - Provide appropriate feedback on student work in a timely manner
- Maintain accurate and complete records of student progress and development
- Collaborate with colleagues in developing common curriculum and assessments
 - Willing to work outside the normal schedule periodically in collaboration with colleagues
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Prepare required reports on students and activities
- Participate in department, school, and parent meetings
- Communicate necessary information regularly to students, colleagues, administrators, and parents regarding student progress and student needs
- Communicate with colleagues, students, and parents in a manner commensurate with the relationship
- Return all emails and voicemails in 24 hours



- Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds
- Participate in appropriate professional activities
- Participate in extracurricular activities such as social activities, sporting activities, clubs, and student organizations as directed
- Fulfill all supervisory and substitution obligations
- Other duties as assigned

MINIMUM REQUIREMENTS

Experience

- Student teaching or the equivalent required
- Two-five years classroom experience preferred

Educational Requirements

- Bachelor's degree in subject area from an accredited institution is required
 - Master's Degree preferred
- California State Teaching Certification in appropriate subject area or corresponding certification from another state
 - Teachers without certification but with related field teaching will be considered

Skills

- Ability to communicate effectively orally and in writing
- Proven ability to report to work on a regular and punctual basis
- Knowledge and implementation of relevant technology for classroom instruction and student learning
- Ability to work collaboratively
- Meet professional teacher education requirements of school, diocese and state

Behavioral Job Attributes

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Exercise judgment within defined procedures and practices to determine appropriate action
- Self-starter who is driven to learn and constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Team-player who is willing to collaborate and support colleagues when needed
- Ability to work with enthusiasm and pride as a members of the greater Saint Francis, Holy Cross Community



- Act as role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way
- Show respect and service orientation towards all members of the immediate and extended communities
- Positive attitude: optimistic, flexible, and passionate about helping all students reach their potential

Physical Requirements

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time
- Must be able to lift 25 lbs. in confined spaces

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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