

**St. Peter & St. Paul Catholic School, Alta Loma**  
**Elementary Teacher(s)**  
**2022-2023 School Year**

**POSITION SUMMARY:** The Catholic School Teacher represents the Catholic Church and serves in the educational ministry of the Diocese of San Bernardino. The Teacher is one who gives his/her best full-time professional services to the school, exhibits conduct, professionally and personally, consistent with the aims of School and Diocese, and abides by the regulations and policies of the School and Diocese. The Teacher serves as faith leader, role model and active learner. They focus on academic excellence, effective instruction and appropriate assessment. Teachers develop and deliver learning plans for students through challenging goals, engaging instruction, effective feedback and ongoing professional development.

The purpose of St. Peter & St. Paul Catholic School is to provide a faith-based educational environment for all students. Teachers act as facilitators to motivate students to take responsibility for their actions, their goals, and their lives. Together with parents, we strive to generate enthusiasm for learning that promotes spiritual, social-emotional, intellectual and physical growth that will prepare students for their future in our Catholic Church and in our society.

**SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

1. Become acquainted with and support the educational philosophy of the Diocese and School.
2. Abide by the values and specifications outlined in the Employment Agreement for Teachers and the 4000 series in the Policy Handbook, and Diocesan/School Dress Code.
3. Model personal and professional commitment to Gospel values consistent with the goals of the Catholic Church, Diocese and School.
4. Comply with all Office of Catholic School requirements regarding educational and religious preparation.
5. Comply with, enforce and implement the policies and regulations prescribed in the Diocesan Handbook of policies, the school handbook, Diocesan bulletins and directives and State laws for private schools.
6. Observe professional ethics and confidentiality in dealing with administrators, faculty, parents, students and community.
7. Cooperate with and participate fully in the school's liturgical and religious activities.
8. Fulfill the normal work expectations of a teacher which include, but are not limited to: effective teaching and supervision of students, grade or courses assigned; preparing/submitting lesson plans as prescribed by the principal; varied assessments of students; being available to students and conferencing with students and parents; supervising student activities as requested by Administrator.
9. Be responsible for the academic growth of his/her students.
10. Structure learning situations which will produce positive effects on student achievement.
11. Use curriculum guides, textbooks, technology and materials prescribed by the school and approved by the Office of Catholic Schools.
12. Be responsible for the organization, order, discipline and supervision of the students in his/her class and be jointly responsible, with other staff members, for such supervision at school functions to which teachers are assigned.
13. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.
14. Develop effective communication with local Staff and foster community and collaboration.

### **PERIPHERAL FUNCTIONS:**

1. Fulfill assigned extracurricular duties during and outside of school hours. This may include yard supervision, moderator of special activities or student organizations.
2. Motivate and guide students in acquiring skills, virtues and Christian values which enable students to give witness to Christian justice and interpersonal relationships.
3. Attend and participate in faculty meetings, programs, meetings, in-services as are required by the Administration for the development and improvement of the instructional program, school development and a teachers' competence.
4. Submit grades and reports, in a timely manner, as required for administrative purposes, parent notification and for student attendance.
5. Maintain a current and complete personnel file in the school and as required by the Office of Catholic Schools.
6. Submit lesson plan books/records, attendance and grades at the end of the academic year as directed by the Administration and the Office of Catholic Schools. These are considered the property of the school.
7. Utilize technology in classroom management, instruction, and assessment of student work.
8. Ability to intervene in student altercations.
9. Ability to react quickly to assist students in an emergency situation.
10. Ability to transport 25 lbs. in student work or teacher edition textbooks.
11. Comply with completion of all trainings (CPR, First Aid, Safe Environment)

### **QUALIFICATION GUIDELINES:**

1. Possess academic preparation required for the subject and class level to which they are assigned.
2. Minimum academic preparation is a Bachelor's degree. Teachers shall possess a California teaching credential or shall be enrolled in the credential program, and provide a timeline of completion.

**SPECIAL REQUIREMENTS:** Fulfill Diocesan requirements: PMFP classes as required; Safe Environment regulations, Health Screening report; TB clearance; Hepatitis B shots/waiver, First Aid certification, notwithstanding employment relationship is setting forth a one-year term, it is understood that this employment agreement is "at will" and may be terminated by either party at any time before, during, or after the commencement of the school year. Written notice of termination/resignation shall be made in writing by the moving party, stating the effective date of termination/resignation.

**Send or Drop-Off Resume:** St. Peter & St. Paul Catholic School  
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(909) 987-7908  
Attn: Kelly Burt, Principal  
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