



St. Peter & St. Paul Catholic School, Alta Loma
Elementary Spanish Teacher

Hourly Salary \$20.00

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

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

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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. Which included dress code and attendance policies.
6. Observe professional ethics and confidentiality in dealing with administrators, faculty, parents, students and community.
7. Communication from parents via email or other school communication platforms should be acknowledged and responded to within 24 hours or sooner for urgent matters.
8. Cooperate with and participate fully in the school's liturgical and religious activities.
9. 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.
10. Be responsible for the academic growth of his/her students.
11. Structure learning situations which will produce positive effects on student achievement.
12. Use curriculum guides, textbooks, technology and materials prescribed by the school and approved by the Office of Catholic Schools.
13. 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.
14. All communication from administration should be responded to and/or acknowledged before the end of business day in which the email was received and within 24 hours.
acknowledged as soon as possible and when requested.
15. All activities, parties, performances, costumes, lesson activities and parent/volunteer involvement must first be communicated and pre-approved by the principal.
16. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community. Teacher's personal phone numbers should not be given to parents.
17. Parents and students should not be "friended" or followed on any social media platforms by teachers.
18. Develop effective communication with local school administration and staff and foster community and collaboration.

19. All faculty and staff are required to attend the following school events: Catholic School's Week Mass, First Communion Mass and lead one Sunday School Mass.

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 and committees.
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 by Friday of every week for the following week.
7. 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.
8. Utilize technology in classroom management, instruction, and assessment of student work.
9. Ability to intervene in student altercations.
10. Ability to react quickly to assist students in an emergency.
11. Ability to transport 25 lbs. in student work or teacher edition textbooks.
12. 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 within the first year of employment.

SPECIAL REQUIREMENTS: Fulfill Diocesan requirements: PMFP classes as required; Safe Environment regulations, Health Screening report; TB clearance; Hepatitis B shots/waiver, First Aid certification.

Send or Drop-Off Resume: St. Peter & St. Paul Catholic School
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Alta Loma, CA 91737
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Dian Armenta, Principal – darmenta@sbdiocese.org