

Substitute Teacher

St. James the Less School, Perris

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Saint James Catholic School was established in 1965 at the request of Pastor James Munnelly. With the recommendation from the Bishop of San Diego, Father Munnelly invited four Sisters of Mercy from Sligo, Ireland to staff the parish school. Sister De Chantal Finerty was the first principal of Saint James Catholic School. The Sisters of Mercy continued to serve as school administrators until the 2000-2001 school year, when then principal, Sister Mary Francis Coleman, was called to serve as Chancellor to the Bishop in the Diocese of San Bernardino. At that time, the school began its direction under a lay principal. The Sisters of Mercy continue to influence and bless the Saint James School community in a teaching and parish ministry capacity. The school has been founded and imbued with the spirit of founder, Mother MacCaulley, in living the Corporal and Spiritual Works of Mercy in the Perris Valley community.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Become acquainted with and support the educational philosophy of the Diocese and School adhering to the Employment Agreement for teachers and the 4000 series in the Policy Handbook, and Diocesan/School Dress Code. Observe professional ethics and confidentiality in dealing with administrators, faculty, parents, students and community.
- Model personal and professional commitment to the Gospel values consistent with the goals of the Catholic Church, Diocese and School complying with all Office of Catholic School requirements regarding educational and religious preparation. Cooperate with and participate fully in the school's liturgical and religious activities.
- Fulfill normal work expectations of a teacher which include but are not limited to:
 - effective teaching of students of grade or course assigned;
 - responsible for the academic growth of students;
 - use curriculum guides, textbooks, technology and materials prescribed by the school;
 - preparing/submitting lesson plans as prescribed by principal;
 - varied assessments of students;
 - being available to students and conferencing with students and parents;
 - supervising student activities as requested by Administrator;
 - responsible for the organization, order, discipline and supervision of the students in his/her class and jointly responsible, with other staff members, for such supervision at school functions to which teachers are assigned.
 - Able to react quickly to assist students in an emergency situation
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Minimum academic preparation is a Bachelor's degree
- Possess academic preparation required for the subject and class level to which they are assigned
- Livescan Fingerprint Clearance
- VIRTUS Compliance (Safe Environment Policy)
- Catholic Religion Preferred
- TB Clearance
- First Aid/CPR certificate
- Must have ability to work in a multi-cultural environment

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 25 pounds, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes,

Interested candidates, please forward your cover letter with salary requirements and resume to:

Attention: Mr. Tom Strickland, Principal
St. James the Less Catholic School
250 W 3rd Street
Perris, CA 92570
Fax (951)657-1793
tstrickland@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.