



# JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

## Long Term Substitute MATHEMATICS TEACHER

**Reports To:** Principal/Math Dept Head   **Job Status:** Aug - Dec (estimated), Temp/full-Time Exempt

**Salary Information:** Salary commensurate with prior teaching experience.

**Description:** JSerra Catholic High School is looking for an enthusiastic instructor to teach Algebra 1-2 and/or Geometry courses within our Mathematics department. The ideal candidate is an individual who enjoys working with high school students and their families. Applicants should have prior High School Mathematics teaching experience, the ability to participate in shared decision-making in a team environment, have excellent oral and written communicative skills and be proficient in using school technology tools.

### Responsibilities

- Planning, preparing, and delivering Mathematics curriculum/lessons to students in a classroom setting
- Assigning work, correcting and grading work completed by his/her students
- Assessing, recording and reporting on development, progress, attainment, and behaviors of students
- Providing oral and written assessments, reports and records relating to individual students
- Communicating, consulting and co-operating with other members of the department and school's staff
- Advising and co-operating with the Vice Principal of Academics, Principal, and Department Chair, and other teachers in the preparation and development of courses of study, teaching materials, teaching programs, and methods and assessments of teaching
- Participating in In-Service education and training courses and other on-campus meetings
- Participating in staff, group or other meetings related to the school including some evening/afterschool events
- Supervise students outside of the classroom, such as at lunchtime or during detention

### Knowledge, Skills, and Abilities

- Strong knowledge and grasp of subjects being taught
- Excellent interpersonal communication skills – both in writing and as a speaker
- Proficiency in the development and delivery of curriculum at the secondary level
- Proficiency in assessing student progress and maintaining accurate records via the school's on-line grading program

### Education & Experience

- Bachelor's degree in Mathematics or related specialty required
- Single Subject Credential preferred or Master's Degree
- Prior High School Teaching Experience desired

### Special Qualities & Characteristics

- Passionate for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff

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## **HOW TO APPLY**

Interested candidates are asked to first reflect on the **Core Beliefs** (link: <https://www.jserra.org/about/core-beliefs>) of JSerra prior to applying for a position. If after prayerful consideration an applicant believes he or she can support and embrace the foundational principals of JSerra, an email should be sent to [employment@jserra.org](mailto:employment@jserra.org) that contains:

- Cover letter indicating position of interest
- Current resume
- Completed & signed **Application for Employment\***  
[https://www.jserra.org/uploaded/About\\_Us/HR/JSerra\\_Employment\\_Application\\_2020.pdf](https://www.jserra.org/uploaded/About_Us/HR/JSerra_Employment_Application_2020.pdf)
- Essay – Provide a maximum one page typed response to the following:

“Having reflected on JSerra’s Core Beliefs which articulate our core identity as a Catholic Religious organization, name ways in which JSerra’s values align with your own personal values, and then explain in what specific ways you anticipate supporting and advancing our school’s mission”.

***For teaching positions, applicants must also provide:***

- *Letters of recommendation from current (preferred) or previous supervisors (minimum of two)*
- *College transcripts*

*\*You must download and save the Application for Employment PDF to your computer; then open/complete it and re-save it. If you do not save the application before entering data and save again, typed data may be lost.*

**Please ensure that complete applicant packages are emailed to [employment@jserra.org](mailto:employment@jserra.org) in PDF format. Applicants will receive an email acknowledgment that applicant documentation was received. Individuals submitting incomplete applicant packages will not be considered.**

JSerra Catholic High School is a religious 501(c)(3) organization