JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

SOCIAL STUDIES TEACHER

2023-2024 School Year

Reports To: Vice Principal of Academics/Department Head **Job Status:** 10-month, full time, exempt

Salary Information: Salary commensurate with experience per JSerra Faculty scale. Eligible for healthcare benefits (medical, dental, and vision), generous paid holidays and limited personal-time-off (PTO) and sick time. Eligible for employer-matched 401(k) plan, and 50% tuition remission for children attending JSerra.

Description: JSerra Catholic High School is looking for an enthusiastic instructor to teach within its Social Studies department. Courses taught would include World History and US History. The ideal candidate for this position would be an individual who enjoys working with high school aged students and their families. Applicants should have the ability to participate in shared decision-making in a team environment, have excellent oral and written communicative skills and be proficient in technology.

Special Qualities & Characteristics

- Passionate for the mission of JSerra (i.e. the 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

Responsibilities

- Plan, prepare, and deliver lessons to all students in class
- Assign work, correct and mark work carried out by his/her students
- Assess, record and report on the development, progress, attainment, and behaviors students
- Provide oral or written assessments, reports and references relating to individual students
- Communicate, consult and co-operate with other members of the school's staff
- Advise and co-operate with the Vice Principal of Academics, Principal, and President, and other teachers in the preparation and development of courses of study, teaching materials, teaching programs, and methods of teaching and assessment
- Participate in In-Service Staff Spiritual Development, education and training courses
- Participate in staff, group or other meetings related to the school
- Supervise students outside of the classroom, such as at lunchtime or during detention

Knowledge & Skills

- Excellent interpersonal communication skills – both in writing and as a speaker
- Proficiency in the development 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 Social Studies or related field required
- Single Subject Credential preferred or Master's Degree
- Prior High School Teaching Experience strongly desired

These tasks are intended to describe the general nature and level of work performed in this job. This is not intended or construed to be an exhaustive list of all job tasks and duties to be performed in this role.

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** 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
- 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".

**You must download and save the Employment Application PDF to your computer; then open/complete it and re-save; 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 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