



# JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

## ENGLISH TEACHER

**Reports To:** Vice Principal/Department Chair

**Job Status:** 10 month, full-time, exempt

**Salary Information:** Salary is commensurate with experience. This is a full-time position that would be eligible for healthcare benefits and a 401(k)-savings program match.

**Description:** JSerra Catholic High School is looking for an enthusiastic instructor to teach a combination of general literature and Freshman, Sophomore English. The ideal candidate for this position is 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 using education-related technology.

### Responsibilities

- Plan, prepare, and deliver lessons to all students.
- Assess, record, and maintain student progress via the school's online grading program.
- Provide oral or written assessments, reports, and references relating to individual students.
- Perform as an active team member of a Professional Learning Community (PLC) by collaborating with same level teachers as to the preparation and development of courses of study, teaching materials, and methods of teaching and assessment.
- Participate in in-service meetings, education, and professional training courses.
- Participate in staff, group, or other meetings related to the school.
- Supervise students outside of the classroom as assigned.

### Knowledge, Skills, and Abilities

- Excellent interpersonal communication skills in both writing and speaking.
- Proficiency in the development of curriculum at the secondary level.
- Proficiency in assessing student progress and maintaining accurate records via the school's grading program.

### Education & Experience

- Bachelor's degree and Single Subject Teaching Credential required.
- Master's degree preferred.
- Prior high school teaching experience preferred but not required.
- Experience teaching with SPED and ELL students preferred.

### Special Qualities & Characteristics

- Passion 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

*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.*

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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”.

*\*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](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