



# JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

## HIGH SCHOOL MATHEMATICS TEACHER

2022/2023 School Year

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

**Salary Information:** Salary commensurate with experience. Full benefits, 30-paid Holidays, 8 weeks off for summer and a 401(K) savings plan

**Description:** JSerra Catholic High School is looking for an enthusiastic instructor to teach courses at all levels in our Mathematics department. The ideal candidate for this position will be an individual who enjoys working with high school aged students and their families and has strong communication skills with the ability to motivate and inspire learning. 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 using technology.

### Responsibilities

- Planning, preparing, and delivering lessons to students in class
- Assigning, correcting and grading student work
- Assessing, recording and reporting on student progress and behaviors
- Providing oral and written student assessments
- Communicating, consulting and cooperating with other members of the school's staff
- Advising and cooperating with the Head of Curriculum, Head of Administration, and Department Chair and other teachers in the preparation and development of courses of study, teaching materials, teaching programs, and methods of teaching and assessment
- Participating in In-Service education and training courses
- Participating 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, and Abilities

- Excellent interpersonal communication skills – both in writing and as a speaker
- Proficiency in the development and presenting curriculum at the secondary level
- Proficiency in assessing student progress and maintaining accurate records via the school's on-line grading program
- Ability to effectively operate remote teaching projection tools that are being utilized to reach remote students when necessary

### Education & Experience

- Bachelor's degree in Mathematics or California Single-Subject Math Teaching Credential required
- Prior High School teaching experience strongly 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

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties or responsibilities.*

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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 principles of JSerra, an email should be sent to [employment@jserra.org](mailto:employment@jserra.org) that contains:

- Cover letter indicating the position of interest
- Current resume
- Completed & signed **Application for Employment\*** [JSerra Application For Employment](#)
- 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

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