



Mission Basilica School 4th Grade Teacher **2023-2024 School Year**

Job Summary:

Primary school teaching positions at Mission Basilica School will require collaboration among teacher-leaders who will form the elementary instructional team. Individual teachers will share duties and responsibilities in lower school planning and implementing curriculum.

Essential functions of the job may include but are not limited to the following:

- Plan, develop, and utilize a variety of instructional materials and aids for a blended learning environment.
- Develops schemes of work, lesson plans and assessments that are in accordance with established procedures that maximize learning.
- Provide group and individual instruction to motivate learners, and effectively utilize the time available for instructional activities in a blended-learning environment.
- Use relevant technology to support and differentiate instruction and assessment.
- Maintain appropriate standards of learner behavior, using age-appropriate management strategies and techniques, including positive reinforcement for a blended-learning environment.
- Provide appropriate feedback.
- Encourage and monitor the progress of individual learners and use data to adjust instructional strategies.
- Maintain accurate and complete records of learner progress and development.
- Update all necessary records accurately and completely as required by laws, diocese policies and school regulations.
- Prepare required reports and curriculum maps.
- Participate in team, school, diocese and parent meetings.
- Communicate necessary information regularly to learners, colleagues, administration and parents regarding learning progress and student needs.

- Establish and communicate clear standards-based outcomes for all learning activities.
- Prepare and maintain classroom for appropriate learning activities.
- Utilize a variety of teaching methodologies in a blended, multilevel, individual and online learning environment.
- Observe, monitor and evaluate learning performance and development.
- Utilize effective assessment techniques to accurately determine and record learner progress in a blended learning environment.

Other functions of the job include but are not limited to the following:

- Demonstrate preparation and skill in working with individuals from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, answer emails within 24-48 hours.
- Participate in appropriate professional activities to support leadership and instructional roles
- Follow the outlined social media policy and safe environment policies.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A/B.S degree in an academic subject from an accredited institution.
- California Multiple Subject Credential with relevant experience (out of state also acceptable).
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Perform all other related work delegated or required to accomplish the objectives of the blended learning environment
- Knowledge and implementation of relevant technology.

Position Status

Position is a full-time salaried 10-month position.

Application Procedure

If you wish to be considered for this position, please first complete the Diocese of Orange Teacher Employment Application through the Office of Faith Formation. Application directions, the application form, the recommendation forms, and the teacher application requirements are available on the Diocese of Orange website at www.rcbo.org.

Once the application process through the Diocese of Orange is complete, please mail or email your resume and cover letter to Mrs. Alycia Beresford at aberesford@mbssjc.org.

Application Deadline

Until position is filled.