



St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688

Teacher – 7th Grade Math and Science (Long-Term Substitute)

Substitute Teacher needed for a 2-month assignment.

You do not need to be Catholic to work at our school. However, it is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Reports to

Position reports directly to the Principal, Upper School

Responsibilities

Responsibilities will include, but are not limited to, the following:

- Cultivates a classroom atmosphere conducive to learning
- Plans instruction carefully and implements effectively
- Teaches assigned subjects
- Maintains classroom management
- Organizes and prepares resources for students
- Effectively uses instructional technology and other educational tools to enhance and extend instruction
- Assists students as needed
- Supervises areas as assigned, including hall monitoring and traffic management duties
- Communicates professionally and in a timely manner with parents
- Collaborates with peers to enhance the work environment and supports instructional planning
- Maintains confidentiality regarding school matters
- Assesses ongoing learning growth of students through formative and summative means
- Maintains professional dress
- Demonstrates a commitment to professional growth and ethical standards to advance the charism, philosophy, mission, vision, and goals, of the school.
- Adheres to the policies and procedures of the Diocesan Employee Handbook

Qualifications

- A valid California Clear Teaching Credential
- 2+ years of classroom teaching experience

Position Status

- Work hours are 7:10 am – 3:15 pm, Monday through Friday
- This is a temporary, salaried/exempt teaching position that will be approximately 2 months in duration
- Healthcare benefits not available for this position

Application Procedure

If you wish to be considered for this position, please email your resume to Elise Trent, Director of Human Resources at St. Junipero Serra Catholic School at etrent@serraschool.org.