



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

Teacher – Transitional Kindergarten

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, Lower School

Responsibilities

Will be responsible for developing and implementing a program of activities that promote the academic, social, emotional and physical development of each child in accordance with the curriculum guide and resources and training provided by the Diocese of Orange.

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

- Planning and implementing the daily program.
- Planning and preparing the learning environment, setting up learning centers, and preparing needed materials and supplies.
- Supervising the students in the classroom. Working with students in specific academic areas.
- Supervising the students during non-instructional times, i.e., before/after school, recess and lunch times as per supervision schedule.
- Helping with general housekeeping tasks.
- Attending school and diocesan in-services as directed by Administration.
- Cultivating a classroom atmosphere conducive to learning.
- Effectively using instructional technology and other educational tools to enhance and extend instruction.
- Collaborating with peers to enhance the work environment and supporting instructional planning.
- Maintaining confidentiality regarding school matters.
- Assessing ongoing learning growth of students through formative and summative means.
- Demonstrating a commitment to professional growth and ethical standards to advance the charism, philosophy, mission, vision, and goals, of the school.
- Adhering 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 regular, full-time 10-month teaching position
- Includes healthcare benefits

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.