

Elementary Teacher Position
2024-2025 School Year
Our Lady of Fatima Academy
San Clemente, CA



Our Lady of Fatima Academy

Mission Statement: Our Lady of Fatima Academy operates as a ministry of Our Lady of Fatima Parish. Our mission is to partner with parents, the primary educators of their children, to provide a Catholic Christ-centered, academically excellent, and safe school environment where all children can achieve their God-given potential and make a positive difference in the world.

ESSENTIAL DUTIES:

- Must be present on campus during regularly scheduled hours each regular workday.
- Demonstrate effective planning skills which includes updates and integration of curriculum map
- Have a strong Catholic faith and be able to uphold the Catholic traditions.
- Follow Diocesan and/or Our Lady of Fatima Academy grading policies and scales.
- Enter graded student work in the FACTS grade book.
- Demonstrate competence in teaching by exhibiting current, thorough, knowledge of the curriculum.
- Use effective methods of evaluation/assessment that are directly related to curriculum objectives.
- Establish a consistent classroom management approach.
- Maintain a clean, well-organized, and pleasant learning environment that includes regular upkeep of bulletin boards
- Be available for afternoon, evening and weekend work as necessary (as noted on the calendar).
- Cooperate with school and Diocesan administration, and work effectively in a positive manner with all school employees.
- Promote positive relationships with parents and students.
- Maintain regular communication with parents with regard to their child's specific needs.
- Respond to parent communications and/or concerns in a timely manner.
- At all times demonstrate professional responsibility in enforcing Diocesan and school policies and regulations.
- Maintain confidentiality of information, and display sound judgment in dress and general behavior.
- Attend faculty, staff, and departments meetings and perform other duties as assigned by the administration.

REQUIREMENTS:

- Support the integration of the Gospel values of Christ and the teachings of the Catholic Church
- Integrate technology into classroom instruction
- Be flexible and creative in structuring classroom experiences and possess strong classroom management skills
- Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office/education environment.
- Excellent human relations and interpersonal skills; must be a self-starter and well-organized; must be a team player.
- Be able to manage multiple tasks simultaneously.

QUALIFICATIONS

- Bachelor's Degree
 - CA Multiple Subjects Teaching Credential or a related field
 - Classroom experience
 - Practicing Catholic with knowledge and understanding of the institution of the Catholic Church
 - Clear understanding of Common Core Content Standard
 - Proficiency with technology integrated into the science curriculum
- *Pay/Salary contingent on education and experience

APPLICATION PROCESS:

- Please send current resume with cover letter to: Brett Minter, Principal (bminter@olfschool.net)
 - All elementary school teacher applicants must submit their application to the Department of Catholic Schools. Copy Nanci De la Rosa-Ricco (nricco@rcbo.org) on the email to the school. Upon receipt of the email, elementary school teacher application guidelines and forms will be forwarded to the applicant.
- If job offer is extended application must complete the following:
 - The ability to successfully complete a criminal history and background check
 - TB test requirements met
 - CPR/AED training certification for adults and infants. • Safety training (completed once job offer is accepted)