

## **LONG TERM SUBSTITUTE – TK**

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**The Catholic Schools in the Diocese of Orange operate as ministries of their respective parishes. Their 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.**

The teacher will establish a faith-filled environment, demonstrate knowledge of content, facilitate learning for all students following the prescribed curriculum, model Gospel values, be a contributing member of a professional learning community, and participate in all required duties assigned. Primary responsibility shall include student safety, discipline, and social/emotional well-being.

The teacher is accountable to the principal and is expected to provide education to the grade and/or subjects assigned, implement the school mission and philosophy, to follow the policies of the Diocese of Orange and in the employee and school handbook of St. Hedwig School, and to adhere to the directives set forth by school administration.

Duties and responsibilities will include, but are not limited to, the following:

- Demonstrate strong classroom management skills.
- Creating, engaging, and supporting an effective Catholic environment where all students can and will learn, including differentiation and classroom management.
- Responsible for using data/evidence-based instructional strategies to plan, implement, and assess all components of curriculum, including core subjects and Religion.
- Demonstrate a record of success working with students and be a team player with colleagues, grade-level teachers, and staff.
- Understand and organize subject matter for student learning.
- Well-organized, highly energetic, and deeply caring.
- Ability to plan and implement a rigorous academic curriculum in line with the Diocesan standards.
- Willingness to collaborate with parents/families.
- Communicate professionally with staff and administration regularly, especially to share plans, projects, and information.
- Other responsibilities as designated by the principal.

### **Desired Qualifications:**

- Practicing Catholic with general knowledge and understanding of the institution of the Catholic Church.
- Diocesan religious certification or willingness to obtain certification.

- Experience integrating educational technology seamlessly into daily instruction to support instruction and learning.
- Strong knowledge of relevant curriculum, data-driven instruction, and curriculum mapping.
- Strong interpersonal, collaborative, organizational, and administrative skills.
- Complies with guidelines established for CPR and first aid training.

**Education:**

- Bachelor's degree with preliminary/clear multiple subject credential
- Master's degree desired
- Previous teaching experience is preferred, but not required.

**Salary:**

Appropriate level on the Diocesan Teacher Salary schedule based on experience and qualifications.

**Application Procedure:**

Interested candidates should email your resume and cover letter to:

Erin Frlekin - Principal  
[efrlekin@stwedwigk8.org](mailto:efrlekin@stwedwigk8.org)

To expedite the Diocesan Application process, please copy Nanci De la Rosa-Ricco, Executive Assistant to the Superintendent ([nricco@rcbo.org](mailto:nricco@rcbo.org)).