



# ST. NORBERT

## CATHOLIC SCHOOL

*Truth* ✦ *Family* ✦ *Service* ✦ *Peace*

### JOB DESCRIPTION- Teacher

St. Norbert Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, California. We are seeking a talented, creative, and hard-working individual interested in becoming part of a team that is passionate about working together to develop students spiritually and academically, as we strive for excellence together. A valid teaching credential along with a minimum of two years teaching experience is highly preferable.

### Responsibilities:

- Enter upon and perform the duties of a teacher faithfully and satisfactorily at the time, place, and for the periods prescribed and directed the school.
- Comply with the rules and regulations promulgated by Saint Norbert School, the Orange Diocesan Department of Education.
- Prepare lessons, instruct students, evaluate student performance, maintain accurate and timely records.
- Promptly submit all required reports.
- Keep students' grades and attendance records up-to-date.
- Maintain good discipline in the classroom.
- Cooperate with the school administration in all matters.
- Participate in parent-teacher conferences and other school-related activities, which foster the highest academic objectives.
- Enforce student observance of school regulations, which are contained in the Parent-Student Handbook.
- Report to classes at the scheduled time, notifying the principal well in advance when a substitute teacher will be needed.
- Prepare lesson plans and materials to be used by the substitute teacher.
- Maintain a professional attitude toward subject matter taught through membership in professional organizations, professional reading, and participation in professional conferences and school in-service programs.
- Keep students informed of all activities and assume all other homeroom duties, i.e., bulletin board displays, supervision of cleanliness of assigned areas, etc.
- Check students daily for complete uniform and neatness of personal appearance.

- Fulfill supervision duties punctually in order that schedules can be followed with exactness.
- Preserve and maintain the reputation that our teachers have earned in the past as dedicated educators with a deep personal concern for each student and for the highest qualities of education.
- Other duties and responsibilities as determined by the school administration.

**Education and Experience:**

- Preliminary or Clear Teaching credential.
- Minimum two years teaching experience preferred.

**Physical Demands & Environment:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard classroom setting.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Full Time; Mon.-Fri.; Ten month employee.

**Reports to:** Principal

Interested parties may contact Mr. Joe Ciccoianni, Principal via email:

[jjciccoianni@saintnorbertschool.org](mailto:jjciccoianni@saintnorbertschool.org).

St. Norbert Catholic School

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