
ELEMENTARY TEACHER 2024-2025 JOB POSTING

Position Title: Elementary Teacher - 3rd Grade

Job Classification: Exempt

Reports to: Assistant Principal and Principal

General Summary

Faithful to our Catholic values, we sustain an evolving school-wide learning environment that inspires each Learner to achieve his or her God-given potential inside and outside the classroom. The classroom teacher with the assistance of an instructional aide is responsible for fostering the spiritual, intellectual, and social development of our students.

Essential Duties and Responsibilities:

- To motivate students to follow the example of Christ, striving to teach the Christian virtues and nurture disciples by personal example as well as by explicit instruction.
- Exhibit competence in teaching by demonstrating current thorough knowledge of curriculum and subject matter and be able to communicate effectively with students; be able to organize classroom learning and materials to maximize student time on tasks as well as motivate student learning and provide for individual differences.
- To be professionally and personally responsible for the order and progress of classes under their authority, direction, and supervision, including developing and maintaining a classroom environment conducive to effective learning.
- Work in partnership and collaboration with other members of the instructional team to facilitate instruction including whole class, small group, and problem-based learning configurations.
- Develop and use effective methods of evaluation/assessment directly related to curriculum objectives and to concepts and skills taught; consistently and effectively evaluate student progress.
- To work with parents, the primary educators of their Children, providing periodic reports and arranging parental conferences when necessary.
- Establish a consistent management approach, which promotes self-direction and positive self-image within a faith-based environment; sets high standards for student behavior and manage inappropriate behavior effectively.

- To assist in curriculum construction and revision when needed; to assist in the selection of textbooks, equipment, and other instructional materials and resources.
- To observe the educational regulations of the school, as set forth by the Diocese and the State of California.
- To attend and participate in all faculty meetings where attendance is required.
- To accept a share of responsibility for co-curricular activities.

Professional Responsibilities of Teacher:

During the School Day

The regular school day includes thirty-minutes work activity before the beginning of the school day and thirty-minutes work activity after the end of the school day. It, likewise, includes thirty-minutes duty free lunch period. Teachers are expected to perform all duties determined by the Principal or Assistant Principal during the regular school day. Teachers are assigned weekly traffic duties which may occur before or after school.

Outside of the School Day

Teachers are expected to participate in all school functions scheduled outside the regular school day, such as in-service programs, faculty meetings, field trips, parent conferences, Open House and other activities specified by the Administration.

Basic Qualifications:

It is the unique responsibility of a Catholic school to provide means and opportunities for the religious education and development of students. All school personnel are expected to actively participate in the formation of the Christian Faith Community in their school.

- Upholds the teachings of the Catholic Church and models a lifestyle consistent with Christian values.
- Maintains excellent communication skills including written, verbal, public speaking and presentation skills.
- Be able to manage multiple tasks simultaneously.
- Flexibility in assessing needs and strategies and adapt appropriately in an educational and ministerial environment.
- Proficiency in the use of technology, specifically, Microsoft Office Suite, Google Suite, FACTS SIS Database, Schoology Learning Management System, Renaissance Learning Assessment Suite (STAR, AR) and any programs deemed necessary by Administration.
- Understands complexity of teaching students with varied learning styles and needs and adjusts instruction accordingly.

Required Qualifications:

- Valid California Teaching Credential. Reciprocity is given to Teachers with valid out-of-state credentials. However, when the latter expires, application must be submitted to the California Commission on Teacher Credentialing.
- Valid certification for Basic First Aid and CPR.
- A Catholic in good standing with the Roman Catholic Church.

Position Status

Position is a full-time, benefit-eligible, salaried 10-month position. The salary for each teacher will be based upon the salary scale approved by the Diocese of Orange Department of Catholic Schools.

The term of the annual employment agreement for teachers is 190 days which includes 10 days of professional development each year either Diocesan-wide or locally.

Application Procedure

Interested candidates should mail or email your resume and cover letter to the attention of Angie Willburn, Elementary Assistant Principal, at awillburn@stedschool.org or St. Edward the Confessor Parish School 33866 Calle La Primavera, Dana Point, CA 92629.

Application Deadline

This position is for the 2025-2026 school year. The position will remain open until it is filled.