



Job Title: Lower School Teacher (Grades K-5)

Location: Mission Basilica School | San Juan Capistrano, CA

Affiliation: Diocese of Orange

Employment Type: Full-Time, Exempt (10-Month Cycle)

Salary Range: \$52,000 – \$79,000 (Commensurate with education and experience)

Mission Statement

Mission Basilica School, located on the historic grounds of Mission San Juan Capistrano, is dedicated to providing a Catholic education that focuses on spiritual growth, academic excellence, and social responsibility. We empower students to become lifelong learners and compassionate leaders.

The Opportunity

We are seeking a dedicated, professional educator to join our Lower School faculty. The ideal candidate will act as a role model of professionalism within our Catholic environment, delivering high-quality instruction guided by Gospel values and Roman Catholic tradition. You will be responsible for the instructional program and general management of assigned classes for grades K-5, ensuring a positive environment where every student is encouraged to reach their full potential.

Key Responsibilities

- **Instructional Excellence:** Plan and implement educational programming in accordance with school goals and state content standards.
- **Faith Formation:** Deliver prayer instruction that supports the school's faith formation program and participate in all school Masses and assemblies.
- **Differentiated Learning:** Ensure classroom programs meet individual student needs and are differentiated for multiple levels of academic ability.
- **Student Welfare:** Prioritize the health, safety, and welfare of all students.
- **Communication & Collaboration:** Maintain regular communication with parents regarding student progress via the school website, conferences, and gradebooks.
- **Professional Engagement:** Attend all faculty, department, and grade-level meetings, and participate in the school's accreditation process.
- **Campus Stewardship:** Provide supervision for lunch, playground, and carpool as assigned, and maintain a neat, orderly classroom that displays student work.

Qualifications & Requirements

- **Education:** Bachelor's degree required.
- **Certification:** Valid teaching credential required.
- **Experience:** A minimum of two years of teaching experience is preferred.
- **Faith:** Practicing Catholic preferred.
- **Technical Skills:** Proficiency with Mac/PC platforms, Canvas, and SMARTboard technology.
- **Schedule:** Ability to be on campus Monday through Friday, 7:30 am – 3:30 pm, plus all professional meetings.
- **Physical Ability:** Must be able to stand or sit for prolonged periods and lift/carry light to moderate weight.

Benefits

- Full medical benefits
- Professional development workshops and in-service training.

Application Procedure

If you wish to be considered for this position, please first complete the Diocese of Orange Teacher Employment Application through the Office of Faith Formation. Application directions, the application form, the recommendation forms, and the teacher application requirements are available on the Diocese of Orange website at www.rcbo.org.

Once the application process through the Diocese of Orange is complete, please mail or email your resume and cover letter to Alycia Beresford (Principal).