

ST. CATHERINE'S ACADEMY
A CATHOLIC SCHOOL WITH A MILITARY TRADITION

JOB DESCRIPTION

Job Title: Teacher/Faculty Member – Early Childhood (TK/K/1st Grade)
Department: Academic
Reports To: Head of School
FLSA Status: Exempt
Supervises Others: No
Term: Fall 2026

JOB SUMMARY:

Through commitment to Christian advocacy, building community and integration of Dominican charism and military tradition, the Teacher is responsible for meeting all classroom learning objectives through effective teaching techniques and communication of the required material in a respectful and effective manner. Teachers/Faculty members must meet all learning objectives. Teachers/Faculty Members collaborate with other Teachers, Academy administrators and employees and parents/guardians to achieve best possible academic outcome for cadets in their classes.

ESSENTIAL DUTIES:

- Serves as a role model in action and word for the Academy's mission and beliefs.
- Maintains highest degree of confidentiality in cadet, staff and management matters.
- Uses good judgment to promote the safety and welfare of cadets and others on campus. Follows all safety and security rules and reports concerns immediately.
- Remains up to date on best practices relevant to the position; enhances skills as feasible.
- Provides courteous and timely assistance to coworkers, parents, guests and cadets.
- Meets time and attendance requirements for the position and uses work hours productively and appropriately. Follows procedures and policies in completing work and making decisions.
- Conserves resources and materials.

JOB RESPONSIBILITIES:

- Plans and develops course of study suitable to the assigned grade level following curriculum guidelines of the Academy and state requirements.
- Develops and presents specific lessons using a variety of methodologies.
- Prepares assignments and test for in-school preparation and homework; grades cadet performance.
- Conducts standardized tests in accordance with Academy policies and state law.
- Maintains order in the classroom and administers discipline in an approved method which may include extra assignments, detention or loss of privileges.
- Keeps Faculty Head advised of any academic or behavioral difficulties and counsels cadets and/or parents as directed.
- Keeps records of academic performance, attendance and social acclimation. Reports on all aspects of cadet development for school records and parents; conducts parent-teacher conferences as scheduled or as needed.
- Recommends promotion and/or placement of cadets in appropriate classroom situation for next academic year.
- Participates in faculty meetings, educational conferences, professional training seminars and workshops as directed.
- Performs other duties as requested or assigned.

EDUCATION and / or EXPERIENCE:

- Bachelor's degree with sufficient state accreditation as an elementary school teacher. Master's degree is highly desirable; specialized training dealing with the subject matter taught.
- Desire to work with elementary or middle school aged children.
- Willingness to change grade level according to the varying school population from year to year.
- Fluency in a second language (Spanish, Chinese, or Vietnamese, especially) is desirable

OTHER SKILLS:

- Works well independently and collaboratively with others.
- Communicates effectively and sensitively with diverse populations.
- Organizes and manages work and assignments in order to meet deadlines and goals.
- Able to compose, proofread, spell check and edit correspondence, reports and other original written outputs.
- Able to correctly add, subtract, multiply and divide, as well as calculate percentages, fractions, ratios and decimals.
- Willing to perform tasks as needed to get the job done including overtime, when needed.

COMPUTER & EQUIPMENT SKILLS:

- Microsoft Word, Excel, PowerPoint
- E-mail
- Internet software
- Use typical office equipment (computers, fax, phones, copiers, audiovisual, binders and collators)

REASONING and MENTAL ABILITY:

- Uses critical thinking skills to interpret instructions furnished in written, oral, diagram, or schedule form and to analyze complex documents like contracts and technical directions.
- Able to make sound decisions and set goals based on available information and evaluate situations and requirements to plan work accordingly.
- Able to project likely future occurrences based on current or historic data.

ADDITIONAL:

- Works some evenings and weekends and attends school functions, when requested.
- Uses personal vehicle to drive to meetings and events; maintains valid California drivers license and minimum required collision and personal injury vehicle coverage; drives school-owned vehicles if permitted.
- Serves as a mandated reporter of suspected or witnessed child and elder abuse as specified by state and federal laws.
- May travel out of area by car or airplane

PAY RATE:

Between \$48,425-\$77,992 depending on teaching experience, credentialing, and advanced degrees

Interested individuals should submit a resume to finance@stcatherinesacademy.org with the subject line – Application: ECE Teacher