



Holy Family Catholic School

Marie Ubl
Principal
Jennifer Gonzalez
Vice Principal

Holy Family Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, CA. We are dedicated to educating the whole child and seek dynamic teachers with a love of Christ and a desire to empower future leaders through academic, spiritual, and social-emotional growth and a desire to work collaboratively with administration, faculty and staff. The Physical Education Teacher & Athletic Director teaches weekly as well as oversees all aspects of the afterschool sports program for students in Transitional Kindergarten through Eighth grade.

Job Title: Physical Education Teacher and Athletic Director

FLSA Status: Exempt (Full Time)

Reports To: Principal

Teaching Responsibilities:

- Develop, implement and assess lesson plans aligned to the Common Core and California State standards.
- Submit thorough weekly lesson plans.
- Establish a positive classroom culture and maintain strong classroom management.
- Differentiate instruction to meet the needs of all learners, both planned and by adjusting instruction during a lesson.
- Collect and analyze data to inform and adjust instruction.
- Evaluate students' academic and social growth, prepare progress reports and report grades.
- Communicate regularly with parents and guardians.
- Collaborate with colleagues to improve instructional practices.
- Plan, coordinate and oversee special events such as annual Olympic Day and Jog-a-Thon.
- Attend and participate in Student Study Teams to aid in the individual growth of students.
- Be prompt and available for all assigned duties from 7:30am to 3:30pm, Monday through Friday.
- Overseeing all aspects of the Athletics Programs and department.



- Establishes and maintains records for all afterschool sports activities.
- In charge of all aspects of the Fall, Winter and Springs sports seasons, including but not limited to; finding and coordinating coaches, scheduling events, player rosters, equipment and uniform management, setting up for athletic events, purchasing snack cart items and more and the seasonal banquets.
- Provide student supervision during assigned duties.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and the RCBO Employee Handbook.
- Perform other duties as assigned by the principal.

Requirements:

- Attend the Diocese of Orange New Teacher Orientation in August 2026
- Attend all faculty meetings, in service, retreat days, Parent Teacher Conferences, Back to School Night as well as other school events required by the school site.
- Participate in the Religious Certification program.
- Professional awareness about the role of technology in the 21st century.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administrators and Advisory Board.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the employee of this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications:

- Bachelor's Degree, preferably in Physical Education or related field.
- Current Preliminary or Cleared California Teaching Credential
- A minimum of two years of teaching experience preferred
- Experience Coaching.
- Active practicing Catholic, preferred
- CPR Certified

**Salary:**

- Range starting at \$49,39.00 to \$90,164.00 and is commensurate with education and years of experience.
- Benefits, if eligible, include Medical, Dental and Vision, and Life Insurance, ability to participate in a 403B Plan, and Vesting commensurate on years of service pension all provided in accordance with diocesan policies.

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 outdoors, blacktop and field setting with some office and classroom settings.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an outdoor/field and classroom setting; to stand or sit for prolonged periods of time; to safely demonstrate and execute exercises being taught to students in grades TK - 8th. To 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.

Please send a cover letter, resume and references to

Principal Marie Ubl @mubl@holyfamilyk8.org

Holy Family Catholic School inspires and empowers students to pursue academic excellence while growing as disciples of Jesus Christ, and leading lives of faith, unity and service.