



St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688

Teacher – Middle School ELA (Part-Time - 25 hours per week)

Job Classification: Exempt/Salaried

Department/Program: Middle/Upper School

Reports To: Upper School Principal

Schedule: Part-Time

Pay Range: \$34,018 - \$56,353. This range is based on the 2026-2027 Diocese of Orange Teacher Salary Scale and has been prorated to 25 hours per week. Placement on the scale is contingent on education and experience.

St. Junipero Serra Catholic School is valued as an exemplary Diocesan Catholic Parish School located in South Orange County, California. Motivated by the teachings of St. Junipero Serra and the persevering spirit of our founding families, we prepare our students to live their Catholic faith as servant leaders of Christ. Guided by the Holy Spirit, St. Junipero Serra students are encouraged to develop their God-given gifts and talents to meet the challenges of this ever-changing world.

We are seeking a Middle School ELA Teacher to join our school community. The ideal candidate will cultivate a warm and engaging classroom environment that supports learners in their faith formation, social-emotional development, and foundational academic growth.

You do not need to be Catholic to be considered for this position. However, it is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Responsibilities

Responsibilities will include, but are not limited to, the following:

- Plan and implement developmentally appropriate lessons aligned with school and diocesan standards.
- Integrate Catholic faith and values into all aspects of teaching and classroom life.
- Foster a warm, structured, and engaging learning environment that supports both academic rigor and faith formation.

- Maintain effective classroom management to ensure class time is productive and conducive to learning.
- Assess ongoing learning growth of students through formative and summative means.
- Communicate effectively and in a timely manner with parents, administration, and colleagues.
- Collaborate with faculty and staff to support the mission and success of all students. Collaborate with peers to support instructional planning.
- Participate actively in school events, and demonstrate commitment to professional growth by attending professional development sessions.
- Effectively use instructional technology and other educational tools to enhance and extend instruction.
- Supervise campus areas as assigned, including hall monitoring and traffic management duties.
- Maintain confidentiality regarding school matters.
- Demonstrate a commitment to ethical standards to advance the charism, philosophy, mission, vision, and goals, of the school.
- Adhere to the policies and procedures of the Diocesan Employee Handbook.

Qualifications

- Bachelor's Degree in Education or related field.
- Valid California Teaching Credential or equivalent (or in process).
- 1+ years of teaching experience working with elementary school aged children.
- Strong communication, organization, and classroom management skills.

Working Conditions

- Work primarily in a classroom and school campus setting, requiring frequent use of standard educational technology, and office equipment such as computers, printers, smartboards, telephones, and copy machines.
- Regular interaction with students, staff, faculty, and visitors in a professional and faith-based environment.
- Follow a structured school schedule but often work additional hours to meet before or after school responsibilities for preparation, grading assignments, assigned tasks, attending school activities or events.
- Some local travel may be required for meetings, training, field trips, or work-related events.

Physical Requirements

- Ability to stand for extended periods of time with frequent walking and movement around the classroom, campus or office facilities to support programs and operational needs.
- Speak clearly and project your voice to communicate with the classroom as a group, individual students, parents, colleagues, and fellow staff members.
- Manual dexterity required for operating office/instructional equipment, preparing materials, and managing paperwork.

- Visual and auditory ability to communicate effectively with colleagues, students, and visitors in person, via email, and by phone. Maintain visual and auditory awareness to monitor student activities, read materials, and respond to classroom situations.
- Must be able to set up and dismantle equipment required for meetings, programs, or campus activities as needed.
- Bend, reach, or kneel when assisting students or handling classroom materials.
- Ability to lift and carry items up to 25 pounds, such as materials, supplies, and event equipment.

Application Procedure

- If you wish to be considered for this position, please email your resume and cover letter to Elise Trent, Director of Human Resources at St. Junipero Serra Catholic School at etrent@serraschool.org.