

Teacher
Garces Memorial High School
Bakersfield, CA

Title: Teacher
Supervisor: Principal
FLSA Status: Non-Exempt

GENERAL SUMMARY: To conduct instructional classes in all assigned subjects in accordance with the school mission statement, philosophy, policies, and curriculum. It is essential for the teachers to develop within students the necessary life learning tools of communication, problem solving, decision making and creativity, as well as developing an informational framework and moral values formation that will prepare the student for living in the twenty-first century.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To be present where needed, ready to work as needed to meet responsibilities.

- Recognize when situations require more effort.
- Satisfy responsibilities in a timely manner.
- Provide an example of punctuality and attendance.
- Generally, ensure all is ready and taken care of.

Contribute to the faith community of the school by personal modeling and participation.

- Support and encourage the faith development of each child.
- Actively participate in the faith life of the school by attending school Masses and any additional prayer services.

Teach and motivate students to achieve a minimum of 1 year academic growth as measured by standardized testing and/or outcomes for each grade.

- Design appropriate lesson plans and experiential learning opportunities.
- Create and maintain a positive learning environment.
- Correlate outcomes and assessments to lesson plans and teaching.
- Have a positive impact on student retention and enrollment.

Participate in in-service, classes, workshops and staff development opportunities to maintain professional licensure and expand knowledge base.

- Attend and participate in collaboration, workshops, courses, and in-services and all faculty meetings.
- Seek out and participate in professional growth opportunities.

- If professional opportunity is paid for by the school, then information learned must be shared with staff.

Appropriate student supervision as assigned and needed.

- Demonstrate appropriate student management techniques that support the school's mission, philosophy and code of conduct.
- Provide a safe and secure learning environment for each student.
- Understand and fulfill all aspects of faculty and student policy handbooks.

Maintain appropriate communications with all clientele/stakeholders.

- Appropriate regular and consistent communication with the school community (written, oral conferences with parents, report cards, assignments and grades posted to website, student records, e-mail etc.)
- Receive approval from Principal for all forms of communication before being sent out.

Maintain areas of assigned supervision with previously mentioned punctuality and care.

- Participate fully in all educational opportunities and school events, other appropriate student activities and grade level responsibilities, assigned extracurricular activities for efficient and safe operation of the school.

Oversee and maintain appropriate use of the school's technology system.

- Provides students with school based teaching of technology.
- Carefully supervise students using school technology.

Perform all other duties and assume other responsibilities which are identified as needed by the employer and approved and/or assigned by the Principal.

Minimum Qualifications

To perform this job successfully, an individual must be able to fulfill each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational Experience

- Practicing Catholic in accordance with Canon 874 §1, 3°, 4° of the *Code of Canon Law*, for those who teach Religion;
- Bachelor's degree, preferably in Education;
- Teaching Credential in the state of California within five (5) years.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals,

- reports, and legal documents;
- Possesses the ability to respond to inquiries or complaints from parents, principal, teachers, students, volunteers, staff and regulatory agencies;
- Communicate effectively both orally and in writing.

Mathematical Skills

- The ability to work with mathematical concepts as they relate to the School.

Reasoning Ability

- Interpret and administer rules and regulations;
- Possesses the ability to define problems, collect data, establish facts, and draw valid conclusions;
- Adept at interpreting an extensive variety of technical instructions;
- Possesses the ability to understand and apply federal and state laws, regulations and compliance requirements;
- Works independently with some direction from the Principal; plans and organizes work.

Certificates, Licenses and Registrations

- Bachelor's degree;
- Masters degree in area of concentration and/or Valid Teachers Credential in the state of California within at least five (5) years (preferred).

Physical Demands

The physical demands and working conditions described here 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 functions:

- While performing the duties of this job, the employee is regularly required to communicate. The employee frequently is required to sit and use hands for finite movements such as typing and other office functions.
- Requires standing and/or walking for long periods of time.
- Lift and move, using proper techniques, up to 30 pounds.
- Have the ability to move from one floor to another using the stairs.