



# CHRISTIAN BROTHERS HIGH SCHOOL

Position: Academic Resource Teacher

Reports to: Director of Student Support Services

Employment Status: 1.00 FTE (FT, generous benefit package available)

FLSA Status: Exempt

## Position Description

The Academic Resource Teacher is a credentialed professional with specialized knowledge regarding the current principles, procedures, techniques and instrumentation used in meeting the needs of students with specific learning challenges. The Academic Resource Teacher provides direct, individual or small group instruction to identified students on a regularly scheduled basis as required. The Academic Resource Teacher works part of the time directly with identified students and collaborates with Academic Content Specialists working with the same students to achieve educational goals.

Academic Resource Teachers foster the knowledge, skills and understanding which students need to continue their education in college. Teachers nurture students with their spiritual, social, and personal development, providing guidance and example which promotes Christian values, responsible behavior, and self-fulfillment. The Academic Resource Teacher performs this trust in cooperation with the parents, who are the primary educators of their children; with the assistance of the Director of Student Support, faculty, counselors, and support staff – under the direction of the school's administration.

**Math, Science and Language skills are in great demand, but applicants in all subject areas are encouraged to apply.**

## Essential Job Duties and Responsibilities

### *Leadership*

1. To become familiar with the main principles and tenets of Catholic/Lasallian education and to actively support the mission, philosophy and goals of the school.
2. To promote the standards and good name of the school both internally and externally.
3. To participate constructively in the school's various forums and systems for evaluation the school and recommending improvements, including the accreditation process.

### ***Employee-Related***

1. To provide documentation of educational background, required medical testing (TB) and other materials the school needs to maintain up-to-date personnel files.
2. To observe the schedule of working hours established by the administration, including special schedules for meetings, workshops, open houses, graduation and other school functions.
3. To comply with all policies and procedures related to faculty absences, including but not limited to illness, personal time off, tardiness, leave and participation in the teacher substitution program.

### ***Professionalism***

1. To maintain professional ethics, confidentiality and protocol.
2. To observe the school's standards for faculty dress, appearance and language.
3. To report punctually for classes, meetings, perfecting and other assignments, observing designated time periods.

### ***Instruction/Curriculum***

1. To improve each student's ability to read, write, compute, speak, and problem solve, monitor and document student progress through a variety of assessment technique.
2. To coordinate efforts with other departments and the total academic program.
3. To prepare fully for course assignments, including clarification of objectives and methods, review of materials and coordination of meetings with colleagues.
4. To plan and conduct daily classes that accomplish course objectives
5. To evaluate student performance regularly, and to administer grading policies that are clear, fair and consistent with department/school policies.
6. To confer regularly with the Director of Student Support Services and colleagues in evaluating and developing subject area curriculum, pedagogy, textbooks, materials and grading policies.
7. To comply with school policy when teaching controversial issues, including prior approval from both the Director of Student Services and Assistant Principal.
8. To provide homework assignments for absent students as requested by the Attendance Office.

### ***Co-Instructional***

1. To observe all policies and procedures for arrangement of field trips and guest speakers.

### ***Supervision***

1. To remain mentally and physically present with students when engaged in school activities.
2. To be knowledgeable of the disciplinary, attendance and dress code policies set forth in the school's Parent/Student Handbook or through administrative directives, and to enforce them.
3. To accurately record daily attendance and tardiness in PowerSchool.
4. To ensure the effectiveness of instruction by monitoring student behavior and taking appropriate corrective actions, including student or parent conferences, citizenship grading, detention or referral to counselors, the Assistant Principal or the Dean.
5. To ensure the efficient management of classroom business and coordination of schedules.

6. To provide for the security of classrooms and school equipment by locking doors and windows and keeping inventories.
7. To perform all supervisory and perfecting responsibilities assigned by the Dean of Students or other administrators, observing policies and guidelines aimed at ensuring the safety and good order of students.
8. To provide requested information or recommendations regarding students' behavior to the Administration.

### ***Student/Parent Communication***

1. To keep parents informed of students' academic progress and behavior, using prescribed forms and other appropriate means and to respond to all reasonable requests of students or parents for progress reports and consultation.
2. To initiate meetings as needed with students and parents to discuss methods for improving performance and/or solving problems.
3. To establish, publish, and maintain teacher availability hours, for a minimum of 2 ½ hours per week excluding lunch and break, for the purpose of tutoring, mentoring, or otherwise assisting students.
4. To participate in information and special programs such as Back-to-School Night, Open House and other events as prescribed by the Principal.
5. To participate in the co-curricular life of Christian Brothers High School as moderators of clubs, student activities and athletic teams as assigned.
6. To participate in the Student Retreat Program when requested by the Lasallian Student Life Office and approved by Administration.

### ***Professional Development***

1. To establish and pursue professional growth goals through coursework, research, conferences, workshops and continuing education; to confer periodically with the Director of Student Support Services and Administration to assess professional growth needs and plans.
2. To participate in District and school professional development programs.

### ***General***

1. To perform other job duties as assigned.

### **Job Qualifications and Competencies**

1. Possession of a bachelor's degree in education or a related subject.
2. California teaching credential and/or master's degree from an accredited organization is preferred.
3. Prior experience in education; teaching at the middle school or high school level is preferred.
4. Possess a confidence or comfort with educational technology (one-to-one iPad program)
5. Possess interpersonal and communication skills marked by the virtues of equity, inclusion and respect.

Interested parties meeting the above qualifications should submit a cover letter and resume to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org). Position is open until filled.