



CHRISTIAN BROTHERS HIGH SCHOOL

Position: Long-Term Substitute Teacher, English (through November 8, 2019)

Reports to: Assistant Principal

Employment Status: Temporary

Salary: DOE

Position Description

Appointed by the Principal, a teacher is the school's central agent for achieving its educational goals. The teacher is entrusted directly with the academic preparation of students. 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 teacher performs this trust in cooperation with the parents, who are the primary educators of their children; with the assistance of the department chairs, counselors, moderators, campus minister and support staff – under the direction of the school's administration.

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.

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 teacher absence, 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 and other assignments, observing designated time periods.

Instruction/Curriculum

1. To coordinate efforts with other departments and the total academic program.
2. To prepare fully for course assignments, including clarification of objectives and methods, review of materials and coordination of meetings with colleagues.
3. To plan and conduct daily classes that accomplish course objectives
4. To evaluate student performance regularly, and to administer grading policies that are clear, fair and consistent with department/school policies.
5. To comply with school policy when teaching controversial issues, including prior approval from both the Department Chair and Assistant Principal.
6. 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 of Students.
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 responsibilities assigned by the administration, observing policies and guidelines aimed at insuring 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 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.

General

1. To perform other job duties as assigned.

Job Qualifications and Competencies

1. Possession of a bachelor's degree in English 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 high school or college 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. Position is open until filled.