

Kindergarten Teacher
St. Catherine of Siena School, Rialto

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

St. Catherine of Siena School, “Active Catholic Christians, Life-Long Learners, Persons of Global Awareness & Responsible Citizens”

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Become acquainted with and support the educational philosophy of the Diocese and School.
- Abide by the values and specifications outlined in the Employment Agreement for Teachers and the 4000 series in the Policy Handbook, and Diocesan/School Dress Code.
- Model personal and professional commitment to Gospel values consistent with the goals of the Catholic Church, Diocese and School.
- Comply with all Office of Catholic School requirements regarding educational and religious preparation.
- Comply with, enforce and implement the policies and regulations prescribed in the Diocesan Handbook of policies, the school handbook, Diocesan bulletins and directives and State laws for private schools.
- Observe professional ethics and confidentiality in dealing with administrators, faculty, parents, students and community.
- Cooperate with and participate fully in the school’s liturgical and religious activities.
- Fulfill the normal work expectations of a teacher which include, but are not limited to: effective teaching and supervision of students, grade or courses assigned; preparing/submitting lesson plans as prescribed by the principal; varied assessments of students; being available to students and conferencing with students and parents; supervising student activities as requested by Administrator.
- Be responsible for the academic growth of students.
- Structure learning situations which will produce positive effects on student achievement.
- Use curriculum guides, textbooks, technology and materials prescribed by the school and approved by the Office of Catholic Schools.
- Be responsible for the organization, order, discipline and supervision of the students in class and be jointly responsible, with other staff members, for such supervision at school functions to which teachers are assigned.
- Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.
- Develop effective communication with local Staff and foster community and collaboration.
- Fulfill assigned extracurricular duties during and outside of school hours. This may include yard supervision, moderator of special activities or student organizations.
- Motivate and guide students in acquiring skills, virtues and Christian values which enable students to give witness to Christian justice and interpersonal relationships.
- Attend and participate in faculty meetings, programs, meetings, in-services as are required by the Administration for the development and improvement of the instructional program, school development and a teachers’ competence.
- Submit grades and reports, in a timely manner, as required for administrative purposes, parent notification and for student attendance.
- Maintain a current and complete personnel file in the school and as required by the Office of Catholic Schools.
- Submit lesson plan books/records, attendance and grades at the end of the academic year as directed by the Administration and the Office of Catholic Schools. These are considered the property of the school.
- Utilize technology in classroom management, instruction, and assessment of student work.
- Ability to intervene in student altercations.
- Ability to react quickly to assist students in an emergency situation.
- Ability to transport 25 lbs. in student work or teacher edition textbooks.
- Comply with completion of all trainings (CPR, First Aid, Safe Environment)
- Other duties as assigned.

QUALIFICATION GUIDELINES:

Possess academic preparation required for the subject and class level to which assigned.

Minimum academic preparation is a Bachelor’s degree.

Possess a California teaching credential or be enrolled in the credential program, and provide a timeline of completion.

PMFP classes

Safe Environment regulations

Health screening report

TB clearance

Hepatitis B shots/waiver

First Aid certification

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Please send cover letter and resume to:

St. Catherine of Siena School

Attn. Beverly Winn

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Rialto, CA 92376

909.875.7948-Fax

The Diocese of San Bernardino is an Equal Opportunity Employer.