



CATHEDRAL CATHOLIC HIGH SCHOOL

Overview: Cathedral Catholic High School teachers prepare students for life after high school by teaching them the knowledge and skills they will need to be successful in college and the workforce.

Minimum Skills/Qualifications:

- Demonstrated skills and knowledge of teaching, people skills, and communication skills
- A bachelor's degree is required, and a teaching credential is preferred (note: if someone is hired without a teaching credential, they will be expected to earn a teaching credential within 3 years). Religion teachers are required to be practicing and knowledgeable Catholics and must have at least a bachelor's degree in theology.

Who You Are:

- A practicing Catholic or a person that can embrace a position within a faith-filled environment
- Exceptional emotional intelligence. You can recognize your own emotions and regulate them. You can read the emotions of others and respond in a way that honors where the person is to support a positive interaction.
- A reflective learner. You are self-aware and seek to learn and refine your skillset, so you are eager for feedback.
- A servant leader. You are a leader that encourages diversity of thought, promotes building a culture of collaboration and trust, and fosters leadership in others.

What You Will Do:

- To be familiar with and supportive of the educational philosophy of the school and the Diocese of San Diego, and to accept the obligations of Catholic Christian witness
- To embrace the use of technology as an educational tool
- To observe the school calendar and be available to students and parents before and after school
- To be an active collaborator with the department and professional colleagues, including using and developing curriculum maps. To cooperate with course-level teams, including grade book parity.
- Embrace a growth mindset
- Be an effective communicator with colleagues, parents, and students
- To fulfill the normal workload of a full-time teacher, which shall include:
 - Being present on campus minimally from 7:30 am until 2:45 pm
 - Teaching five classes
 - Hold conferences with students and parents
 - Supervising student activities and performing other supervision duties inside and outside of school hours (will be provided to teachers at the beginning of each school year)
 - Developing and effectively using lesson plans according to curriculum maps
 - Attending faculty meetings, department meetings, and other school meetings as necessary
 - Meeting the yearly expectation for professional development and spiritual growth
 - Facilitating and supporting restorative discipline practices
 - Cooperating fully with the school's religious activities
 - Making all reports as required in a timely manner for administrative purposes and student attendance

- o Exercising proper supervision and care of all furniture, electronic devices, books, supplies, equipment, rooms, and buildings entrusted to use
- o Observing professional ethics and maintaining confidentiality in dealing with administrators, faculty, students, parents, and the public
- o Substituting on a rotating basis for fellow teachers who are absent
- o Being present at Parent-Teacher Conferences, and being available for other Parent-Teacher Conferences when requested by parents
- o Being present at faculty retreats, Admissions-related activities, Back-to-School Night, Baccalaureate Mass, and the graduation ceremony

To apply:

Please email the Department Chairperson, Dr. Melissa Williams @ mwilliams@cathedralcatholic.org, the following:

1. Pre-Application Statement (signed)
2. Cover letter expressing interest in teaching at Cathedral Catholic High School
3. Updated resume
4. College/University transcripts (unofficial are acceptable for the interview process, but official transcripts will be required if offered employment)
5. Letters of recommendation and contact information for three references (2 professional and 1 clergy member)

Salary Range depending on education and experience: \$62,129 – \$101,223