



## 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, 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).

### **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:**

- Be familiar with and supportive of the educational philosophy of the school and the Diocese of San Diego and accept the obligations of Catholic Christian witness
- Embrace the use of technology as an educational tool
- Observe the school calendar and be available to students and parents before and after school

- Be an active collaborator with department and professional colleagues, including using and developing curriculum maps; Cooperate with course-level teams, including gradebook parity
- Embrace a growth mindset
- Be an effective communicator with colleagues, parents and students
- 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
  - Holding 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
  - Exercising proper supervision and care of all furniture, electronic devices, books, supplies, equipment, rooms and buildings entrusted to use
  - Observing professional ethics and maintaining confidentiality in dealing with administrators, faculty, students, parents and the public
  - Substituting on a rotating basis for fellow teachers who are absent
  - Being present at Parent-Teacher Conferences, and being available for other Parent-Teacher Conferences when requested by parents
  - 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, Ms. Christine LaPorte, at [claporte@cathedralcatholic.org](mailto:claporte@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 is 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**

**Physical Demands**

While performing the duties of this job, the employee is regularly required to remain in a classroom at a computer workstation and access information from a computer and use a telephone. The employee is required to be mobile to, from, and within the classroom, as well as maneuver throughout the school facility to attend meetings, briefings and other work-related events. The employee may be required to conduct trips to, from and within various city and county-wide locations to attend meetings or events. The employee must occasionally lift and/or move up to 15 pounds.

The physical demands 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.

*Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*