


  
**St. Francis**
  
 CATHOLIC HIGH SCHOOL
   
**JOB PROFILE**

Job Title:	Long-Term Theology Substitute Teacher
Reports to:	Principal
Date:	9/16/2019

### General Summary

*What is the primary purpose of this position?*

The Long-Term Theology Substitute Teacher at St. Francis Catholic High School will be a passionate educator who is deeply committed to Catholic, faith-based education and student success. The teacher is a subject matter expert who knows how to build a positive classroom culture focused on learning, delivers engaging rigorous instruction, and follows the Bishop’s Curriculum Framework. The Theology teacher is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento, and to adhere to the directives set by school administration. The Long-Term Theology Substitute Teacher at St. Francis Catholic High School must be an active, practicing Catholic.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

- Implement established curricula and scope and sequence that meets grade-level standards;
- Implement assessments that measure students’ progress towards grade-level standards;
- Communicate effectively with students, families, and colleagues;
- Create a positive, achievement-oriented and structured learning environment that excites and invests students;
- Collaborate with teachers and leaders to improve instructional, culture-building and leadership skills;
- Maintain grading records, record daily attendance, and complete all required record keeping as designated by administration;
- Attend all employee meetings, department meetings, collaboration meetings, and FEP/SST meetings as appropriate;
- Attend all required professional development, staff meetings, liturgies, masses, prayer services, assemblies, supervision duties, and school events.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

Education:

Bachelor’s Degree in Theology or Religious Studies from an accredited college or university required. Master’s Degree in Theology, Religious Studies, or a Master of Divinity Degree preferred. Preference given for a teaching credential in a related field.



**Job experience:**

Experience teaching at the high school or college level required. Experience teaching in Catholic education preferred.

**Technical/Functional skills:**

- Familiarity with the Bishop's Curriculum Framework
- Experience with Professional Learning Communities or collaborating as part of a team
- Excellent written and verbal communication skills
- Proficiency in classroom technology usage and applications and in integrating it into the curriculum
- Maintains confidentiality and professional ethics
- Complies with guidelines established for safety training

**Other Requirements:**

- Other duties may be required as needed.