

## Archdiocese of San Francisco Department of Catholic Schools Job Posting

**Date:** April 16, 2019

**School Name:** St. Charles School

**School Address:** 850 Tamarack Avenue, San Carlos CA

**Contact Person:** Megan Armando, Principal (email: [marmando@stcharlesschoolsc.org](mailto:marmando@stcharlesschoolsc.org))

**Position Title:** Classroom Teacher

**Position Type:** Full Time

### Job Description

St. Charles Catholic School is a parish school, grades K-8 in San Carlos, CA. Founded in 1950, the school serves families of the Mid-Peninsula who wish an affordable Catholic faith-based education for their children.

St. Charles has job openings for the 2019-2020 school year:

### Full time classroom teacher, upper elementary

### Requirements/Qualifications

- Practicing Catholic preferred, including desire to promote the spiritual development of students
- BA/BS degree
- Current clear, valid California teaching credential
- Excellent verbal and written communication skills
- Ability to work collaboratively to promote student learning
- Enthusiasm for teamwork
- Ability to engage in active, collegial participation with administration, faculty, and staff
- Prior teaching experience
- Excellent classroom management
- Knowledge and experience in supporting students with learning differences
- Expertise with digital technologies including laptops, iPads, interactive whiteboard, document camera, and digital curricular resources
- Experience in a Catholic school setting

### Duties and Responsibilities

- Exemplify the values of a Catholic educator; practicing Catholic preferred
- Actively support St. Charles School's mission, philosophy, and SLEs
- Prepare unit plans of instruction, including standards, objectives, resources, vocabulary, learning activities, and assessment methods
- Engage students in an active, accurate, effective learning environment
- Provide regular and varied assessments of student learning
- Manage classroom, students, and instruction to foster student learning
- Compile and maintain accurate student grades based on assessment and performance measures
- Work with colleagues to support students who have learning differences
- Communicate professionally and consistently with students, parents, and school personnel
- Supervise students outside of the classroom
- Actively support school programs outside of regular school hours

### Application process

Interested applicants should submit a letter of application and resume to

Megan Armando, Vice Principal

St. Charles School

850 Tamarack Avenue

San Carlos, CA 94070

Email: [marmando@stcharlesschoolsc.org](mailto:marmando@stcharlesschoolsc.org)