



Long-Term Substitute Teacher Middle School Science & English

Job Posting: Full Time (Temporary) Position of Long-Term Substitute Teacher

Posting Date: February 1, 2021

About the School:

St. James is a Catholic grammar school located between the Mission District and Noe Valley, two of San Francisco's most dynamic and vibrant communities. For more than 100 years, St. James Catholic School has remained dedicated to living its mission of educating the whole child, and today proudly serves grade K - 8 students representing diverse cultural, ethnic, and socio-economic backgrounds, with all the services afforded by the Archdiocese of San Francisco.

The St. James community works from a place of gratitude, with a sense of purpose that stems from our Dominican roots. The Dominican Sisters of Mission San Jose laid the foundation of our school culture, to which we refer as our Four Pillars: Study, Prayer, Community, and Service. We honor the learning process, mentor students of high character, and continuously strive to improve our teaching practice, in order to enable our students to grow as positive members of the Church and society.

Learn more about our school at www.saintjamesf.org.

Job Description:

St. James Catholic School seeks a Long-Term Substitute Teacher for our Sixth Grade, from March through June 2021, while the current teacher is on parental leave. We seek a candidate who:

- is passionate about teaching motivated, intelligent students
- has experience in Catholic education
- can teach with advanced technology
- is open to teaching in a 'Hyflex' (both classroom learners and distance learners) model
- has strong classroom management experience

Hyflex Teaching:

St. James is currently in session with students on campus and distance learning, a 'Hyflex' teaching model. The long-term substitute will join the middle school teaching team. The three middle school teachers utilize Google Classroom for student assignments and communication. The middle school teachers rotate between classrooms to teach their classes, following all COVID safety protocols under the guidance of the S.F. Department of Public Health.



The Long-Term Substitute will:

- Follow lesson plans created by the Sixth Grade Homeroom / Science & English teacher
- Assess and report students' progress to their families
- Support all students in a nurturing classroom and school environment
- Cover school yard supervision duties and other duties as scheduled
- Attend faculty and assigned committee meetings as scheduled
- Comply with all COVID site safety plan protocols and complete COVID-specific safety training during onboarding
- Support other duties as assigned

Teaching Subjects:

The substitute teacher will present lessons in Science and English as prepared by the Sixth Grade Homeroom / Science & English teacher.

Required Skills & Qualifications:

- Deep understanding of the Catholic faith and the mission of Catholic schools
- Possession of a valid California teaching credential or a credential from another state
- Pre-employment fingerprinting and background check screenings
- Willingness to follow all COVID site safety protocols
- Ability to use tact, discretion, and confidentiality with student and school information
- Ability to effectively interact with a diverse community of learners, educators, and families

Preferred Skills & Qualifications:

- Master's degree in education or related field
- Fluency in English & Spanish
- Proficient in G-Suite, Freckle, Zoom / Ring Central, and similar teaching software
- At least four years prior teaching experience

Salary & Benefits:

This is a full time, temporary, exempt position. Salary is competitive and based upon the Archdiocese of San Francisco pay scale.

STATEMENT OF NON-DISCRIMINATION: *All school staff within the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic, or national origin; pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with criminal histories.*



Saint James Catholic School

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(415) 647-8972 • SaintJamesSF.org

Challenging the Mind, Nurturing the Spirit.

Application Instructions:

Please send application materials (cover letter and résumé), or share any questions about the position, to:

Ms. Gigi Carlisle
Finance & Human Resources Manager
321 Fair Oaks Street
San Francisco, CA 94110
accounts@sjssf.net