

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Holy Rosary Catholic School

POSITION: General Music Teacher

CATEGORY: Non-Exempt

POSITION STATUS: Part-Time

SUPERVISOR: Principal

JOB SUMMARY: The schoolteacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The teacher is accountable to the principal and expected to provide education to the grades and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of Holy Rosary Catholic School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The teacher establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgement.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, participates in school liturgies when appropriate
- Maintains effective classroom management and cultivates an atmosphere conducive to learning
- Confers with principal and staff in the planning and development of curriculum and pedagogy
- Actively participates in teacher collaboration and articulation when appropriate
- Plans instruction carefully and implements content effectively
- Organizes and prepares resources for students
- Incorporates technology into the learning environment within the classroom when appropriate
- Teaches assigned subjects and assists students as needed
- Evaluates and grades students' work
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each child as assigned
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal including Organizing Christmas and Spring programs
- Participates in ongoing evaluation for accreditation for Holy Rosary Catholic School

Record Keeping Responsibilities:

- Maintains grading records and updates computer grading system at least weekly
- Records daily attendance of students
- Completes all required forms and reports as designated by administration

Meeting Responsibilities:

- Attends school events, such as but not limited to, Catechetical Sunday, Back to School Night, Open House, graduation.

Other Responsibilities as designated by the principal:

MINIMUM QUALIFICATIONS:

Education:

Bachelor’s degree with teaching credentials is desired by not required

Experience: General Music instructional experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Holy Rosary Catholic School’s mission
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE