

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT: Sacred Heart Parish School**

**POSITION: Art Teacher**

**CATEGORY: Non-Exempt**

**POSITION STATUS: Part-Time**

**SUPERVISOR: Principal**

**JOB SUMMARY:** The position of the Art Teacher is to develop an appreciation for art and artists through example, preparation, education and personal ministry.

**ESSENTIAL FUNCTIONS:** Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. Collaborates with and advises Principal and Faculty.

**General Responsibilities:**

- Promotes student growth, achievement, and feeling of self-worth
- Cultivates an atmosphere that promotes the importance of art
- Assists in supervising the safety and well-being of each child as assigned
- Exhibits flexibility in the day-to-day school environment
- 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
- Works cooperatively with all school personnel
- Performs additional duties as requested by the principal

**Other Responsibilities as designated by the principal**

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree and/or college credits in education preferred but not required.

**Experience:** Previous instructional experience preferred

**Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Confirms knowledge of Sacred Heart School mission
- Displays ability to communicate clearly and effectively
- Exhibits knowledge of school operations

- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE