



## Job Profile

Job Title:	Summer Chemistry Teacher
Department:	Science
Reports to:	Principal
Date:	1/31/24

### Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>
Seasonal <input checked="" type="checkbox"/> June 10th-July 19th	

### General Summary

*What is the primary purpose of this position?*

The Summer Chemistry Teacher at St. Francis Catholic High School is a seasonal, exempt employee who focuses on teaching the fundamentals of Chemistry through written and laboratory work. The Chemistry course will focus on stoichiometry, acids/bases, state of matter, atomic theory, bonding, and more. The person in this position will require utilizing problem solving, data analysis, and math as tools for teaching and learning. The Summer Chemistry 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.

### 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.***

- Administering school curriculum consistent with school mission and objectives;
- Promoting a classroom environment that is safe and conducive to student learning;
- Fostering and supporting an inclusive educational environment;
- Ensuring that student conduct conforms with the school's standards and policies, and maintains standards needed to achieve a functional learning atmosphere in the classroom;
- Maintaining a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by school procedures and applicable laws;
- Providing student feedback and communicate effectively with students and families as appropriate;
- Complying with established safety guidelines.



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### Job Specifications/Requirements

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

#### Education:

Bachelor's of Science Degree required, Single-Subject Teaching Credential and/or Master's Degree preferred.

#### Job experience:

- Experience teaching a Chemistry lab-based course;
- Experience teaching Science at the high school or college level;
- Experience teaching in Catholic education preferred.

#### Technical/Functional skills:

- Strong content knowledge of the fundamentals of Chemistry;
- Willingness to follow the prescribed scope & sequences of Chemistry courses;
- Desire to serve in the vocation of Catholic education;
- Ability to teach grade levels 9-12;
- Excellent written and verbal communication skills;
- Proficiency in Chromebook usage and applications and using technology to enhance teaching practices;
- Commitment to fostering culturally competent and inclusive learning environments;
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students;
- Maintains confidentiality and professional ethics.

#### Other Requirements:

- Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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