Position Title: Religious Studies Teacher - Prep
FLSA Classification: Exempt, 100% FTE, 10 month schedule of duties
Reports To: Principal of SHS Prep
Position Purpose: The Religious Studies teacher prepares curriculum and teaches high school students. This particular role teaches any of the following topics: Hebrew/Christian Scriptures, Introduction to Catholicism, Personal Morality, Social Ethics.

Essential Functions
● Prepares course materials such as syllabi, homework assignments, and handouts.
● Maintains student attendance records, grades, and other required records.
● Evaluates and grades students’ class work, assignments, papers, and other assessments.
● Plans, evaluates, and revises curricula, course content, course materials, and methods of instruction.
● Establishes and maintains an effective classroom culture that supports student learning.
● Collaborates closely with colleagues to develop and renew curriculum and other school programs.
● Collaborates with colleagues to integrate religious studies coursework with campus ministry and/or other academic disciplines.
● Contributes actively to build a vibrant faculty/staff learning culture.
● Maintains regularly scheduled office hours in order to advise and assist students.
● Works with Department Head in regards to fulfilling department philosophy and goals in classroom instruction.

Qualifications
● A clear commitment to the educational philosophy of the school as articulated in the Goals and Criteria of Sacred Heart Schools and professional behavior modeled in it.
● BA and post graduate work in subject matter and/or educational administration.
● Demonstrated commitment to equity and inclusion.
● Demonstrated ability to teach adolescents with joy and verve.
● A strong understanding of and commitment to curriculum aligned with Catholicism, as interpreted and lived by the Religious of the Sacred Heart of Jesus. Must be a practicing Catholic.
● Demonstrated ability to integrate innovative technology to support student learning.
● Demonstrated ability to support all learners, including those with a learning difference or identified learning disability.
● Demonstrated ability to teach scripture in a creative and charismatic style that provides a profound and sincere experience of Sacred Heart and Catholic principles and inspires adolescents to a deeper involvement in both.
● Commitment to active collaboration with colleagues around planning and instruction, as well as, a willingness to adapt to an existing curriculum.
● Fluency in reading, writing and speaking in English; excellent verbal and written skills, as well as outstanding interpersonal skills.

Preferred Qualifications
● Prior experience working in an independent / Catholic school environment. Experience of any kind in a Sacred Heart school strongly preferred.
● Prior experience with campus ministry.
● Master’s degree in a relevant field.

Physical Requirements and Work Environment
● Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
● Ability to travel safely and comfortably across a 64 acre campus.
● May work at a desk and computer for extended periods of time.
● Be able to occasionally lift up to 30 lbs.
● Work primarily in a traditional climate controlled classroom environment.
● Available and willing to attend and work on overnight trips on occasion.

Employment
This position offers competitive compensation and health and welfare benefits subject to plan parameters, including but not limited to medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

To Apply
To apply online send a resume and cover letter to hr@shschools.org and indicate Prep Religious Studies 2020-21 in the subject line of the e-mail. You may also mail your resume and cover letter to: Sacred Heart Schools, 150 Valparaiso Avenue, Atherton, CA 94027 Attention Human Resources: Prep Religious Studies 2020-21