

### **TK Long-Term Substitute Teacher Position Description:**

Saint Martin of Tours School, located in San Jose, is seeking a full-time Transitional Kindergarten (TK) Long-Term Substitute Teacher position for the 2021-2022 school year. Position will begin August 2021.

Candidates must be dedicated to providing students an excellent 21<sup>st</sup> Century Education where students learn foundational skills as well as how to gather, evaluate, and apply information in their everyday lives. We are looking for an energetic, passionate, and committed staff member to join our team. This position is required to plan, organize, and implement curriculum that guides and encourages students to develop and fulfill their academic potential in a faith based environment.

### **Essential Duties & Responsibilities:**

- Plan, prepare and deliver engaging instruction for students with diverse learning needs, and have a willingness to implement the necessary accommodations in order to help them be successful.
- Possess a clear understanding of data driven instruction and assessment.
- Create and maintain an effective environment for student learning.
- Possess knowledge of the California curriculum and content standards, as well as have demonstrable knowledge of CA Common Core Standards.
- Be proficient in regularly integrating technology into the curriculum and to provide a variety of learning materials and resources for use in educational activities.
- Maintain accurate and complete records of students' progress and development.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Manage the behavior of learners in the instructional setting to ensure the environment is conducive to the learning experience of each student.
- Communicate regularly with parents, staff, and administration.
- Perform assigned supervision duties.
- Assist with standardized test administration and Diocesan assessments under the direction of the school administration.
- Participate in grade-level, staff, and planning meetings.

### **Requirements:**

- Bachelor's degree is required
- A valid CA teaching credential beneficial
- Experience a high level of comfort with integrating technology in the classroom.
- Ability to work as part of a team with strong collaboration skills.
- Ability to communicate effectively orally and in writing.
- Be supportive of a faith filled Catholic environment.
- Experience in working with elementary school children (preferred), especially having an understanding of developmental stages.

### **How to Apply:**

Please e-mail (1) cover letter and (2) resume to: Mrs. Debby Rodriguez, Principal, St. Martin of Tours School, at [droduiguez@stmartin.org](mailto:droduiguez@stmartin.org). Please note: Candidates who are invited to interview will be contacted to arrange interview times.