Mercy High School – San Francisco
Job Description

Job Title: Part-Time Self-Defense Teacher
Department: Physical Education
Reports To: Dean of Academics
FLSA Status: Exempt
Preparation Date: October, 2019

ABOUT MERCY HIGH SCHOOL SAN FRANCISCO
Mercy High School, San Francisco, educates women to pursue lives of spiritual and intellectual depth, determination, and daring action to improve our world as an inclusive, Catholic, college preparatory community enlivened by the Gospel of Jesus and the charism of the Sisters of Mercy.

POSITION OVERVIEW
To plan, organize, and implement an appropriate instructional program in a secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Self-Defense is a one semester course designed to develop confidence and provide the knowledge needed to prevent young women from becoming victims. This course encourages young women to prepare themselves physically and psychologically against dangerous situations. The tools acquired through this course will enable them to become resisters.

Work is performed under the supervision of the Dean of Academics.

PRIMARY RESPONSIBILITIES
- Plan, prepare and implement lessons, plans, and instructional materials that facilitate active learning.
  - To develop basic fighting and defensive techniques
  - To learn preventive psychological skills
  - To develop a stronger sense of self
  - To be alert and aware to the occurrence of rape in society
  - To be informed about preventive home and street safety tips
  - To become aware of some of the legal aspects of self-defense and rape
  - To inspire physical fitness as a lifelong goal
  - To combat fear in general and the fear of fighting
- Create a student-centered/student-driven classroom that operates on collaborative, project-based learning.
- Explore, integrate, and implement technology in ways that differentiate, personalize, and democratize education.
- Responsibly facilitate conversations between students and teachers about learning.
- Maintain accurate, complete, and transparent records of student progress and development.
- Encourage and monitor the progress of individual students by providing timely, growth-oriented feedback to students and using information to adjust teaching strategies.
- Manage student behavior in the classroom by establishing a welcoming, safe classroom environment and appropriately enforcing school policies.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Enthusiastically collaborate with faculty, staff, administration, parents, students, and other stakeholders.
- Observe and understand students’ behavior and psyche and report suspicions of neglect, abuse, etc.
Model a commitment to lifelong learning by developing and enriching professional skills and knowledge by attending seminars, conferences, etc. All faculty members are expected to demonstrate an ongoing commitment to the mission and vision of the school.

QUALIFICATIONS
- B.A/B.S. degree and/or training in related field from an accredited institution.
- Experience working with young people from diverse faith traditions, cultural, economic, and ability backgrounds.
- Dedication to the mission and charism of Mercy High School San Francisco.
- Passion for the empowerment of young women a must.
- Proven experience as a teacher.
- Thorough knowledge of best practices and legal guidelines relevant to education partnered with a willingness to follow the school’s policies and procedures.
- Skill in working with students from diverse cultural, economic and ability backgrounds.
- Well-organized and committed.
- CPR/First Aid Certification Knowledge of CPR
- Comfort and proficiency with information technology including G-Suite and Microsoft Office Suite.
- Flexibility, sensitivity, diplomacy and the outstanding interpersonal skills necessary to work collaboratively with multiple constituencies required.
- Excellent written and verbal communication skills as well as attention to detail required.

TO APPLY
To apply for this position, or ask for additional information, email a copy of your resume, a cover letter, and 3 references to jobs@mercyhs.org. Your cover letter should explain why you are interested in the position and what unique qualities you would bring to the role. Strict confidentiality will be maintained for all applicants and only finalists’ references will be contacted.

Mercy High School San Francisco is an equal opportunity employer.