



Position Available: Long-term substitute Lead Teacher

De Marillac Academy, a private tuition-free Catholic school serving grades 4-8 in San Francisco's Tenderloin, seeks a highly motivated, experienced, and mission-centered individual to join our faculty. This is an extraordinary opportunity for an educator to play a critical role in directing De Marillac's progress toward breaking the cycle of poverty through education.

Job summary: The long-term substitute is responsible for providing classroom coverage for a teacher who is absent for an extended period of time. The long-term substitute works the regular hours of the absent classroom teacher during his/her absence.

Essential duties:

- Instruct students in Language Arts, Social Studies, Math, and Homework Support
- Develop lesson plans in Language Arts, Social Studies, and Math
- Evaluate learning outcomes through formal and informal assessments
- Schedule and facilitate class meetings and conferences with families
- Supervise breaks/lunches
- Collaborate and communicate with teachers across multiple grade levels and content areas
- Prepare progress reports/report cards, keep appropriate records to include attendance reports, checklists, and other recordkeeping activities as necessary
- Establish and maintain school expectations of student behavior and classroom environment
- Participate in faculty/staff committees, meetings, and the sponsorship of student activities
- Perform any other related duties as assigned by the Principal or other appropriate administrator

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

The ideal candidate will possess relevant classroom experience; strong interpersonal, written, and verbal communication skills; flexibility; comfort with a variety of tasks/roles; and a commitment to Catholic education. The teacher is an integral member of the teaching team in developing and enhancing established curriculum, as well as modeling a culture of learning and professionalism at De Marillac Academy.

Required:

- Teaching Credential (or in progress of obtaining one)
- Bachelor's Degree
- Prior teaching experience

Preferred:

- Master's Degree
- Bilingual in Spanish and English

Position: Open until filled

Start Date: May 1, 2019

Salary will be competitive based upon experience and qualifications. De Marillac provides a comprehensive benefits package including medical, dental, vision, life, and retirement. De Marillac Academy is an Equal Opportunity Employer, has an institutional commitment to diversity, and encourages applications from individuals of all backgrounds. People of all faiths are encouraged to apply, but candidates must be comfortable with the Catholic tradition and faith-based education and activities that are central to the school's mission.

Inspired by the Daughters of Charity and De La Salle Christian Brothers, De Marillac Academy provides a life-changing, accessible Catholic educational experience for the children, youth and families of the Tenderloin and SoMa neighborhoods. We believe that neighborhood of residence and socioeconomic status should not determine a child's access to quality education or ultimate success in life. De Marillac Academy's holistic educational experience liberates students to lead lives of choice, meaning, and purpose, and therefore transforms the Tenderloin and beyond.

De Marillac accompanies low-income families through an innovative and comprehensive school program and a dynamic Graduate Support Program that continues through high school and beyond. All students attend De Marillac Academy on a full, annual scholarship. In 2018-19, De Marillac Academy is proud to serve 119 fourth through eighth grade students and 299 alumni through the Graduate Support Program.

Application Procedures: Please email a cover letter, resume, and three professional references (including email and telephone contact information for each reference) to hr@demarillac.org.