

Diocese of Sacramento
JOB DESCRIPTION

DEPARTMENT: Regional School at St. Robert Parish

POSITION: Art Teacher (Part Time)

CATEGORY: Non-Exempt

POSITION STATUS: Part Time

SUPERVISOR: Principal

JOB SUMMARY:

The part-time art teacher respects Catholic values and supports students in Christian formation by exemplifying Catholic living both in and out of the classroom. The art teacher is accountable to the principal and is expected to provide quality visual arts instruction to the grades and/or classes assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and the staff and parent handbooks of Regional School at St. Robert Parish, and to adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS:

The art teacher establishes a faith-filled creative environment, demonstrates leadership and content knowledge in visual arts, and facilitates student learning using sound professional judgment.

General Responsibilities:

- Integrates Catholic values and themes into art instruction and classroom culture
- Participates in school prayer, liturgies, and other faith community activities as scheduled
- Maintains effective classroom management and cultivates an atmosphere conducive to creative learning
- Plans and implements art curriculum aligned with diocesan and school standards
- Organizes and prepares materials, supplies, and resources for student projects
- Teaches assigned art classes and provides guidance and support to students as needed
- Evaluates and grades student work, providing constructive feedback
- Confers with principal and staff in the planning and development of art curriculum and cross-curricular connections
- Incorporates technology and digital art tools into the learning environment where appropriate
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with the principal, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each student during art class and assigned duties
- Adheres to the Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment

- Performs additional duties as requested by the principal

Record Keeping Responsibilities:

- Maintains grading records and updates computer grading system regularly
- Prepares report card grades for distribution at the end of each grading period
- Records daily attendance of students
- Completes all required forms and reports as designated by administration

Meeting Responsibilities:

- Attends required school events such as Catechetical Sunday, Back to School Night, Open House, and graduation as directed by the principal
- Attends faculty meetings, professional development sessions, and other meetings as established and scheduled by the principal, commensurate with part-time status

Other Responsibilities as designated by the principal:

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree in Art Education, Fine Arts, or a related field with valid teaching credentials, or
- Bachelor's degree with documented experience as a full-time or part-time art teacher in a comparable school setting, or
- Equivalent combination of education and experience as approved by the principal

Experience:

Previous instructional experience in visual arts preferred; experience in a Catholic school setting is a plus

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Regional School at St. Robert Parish mission
- Proficiency in a range of visual arts disciplines (e.g., drawing, painting, sculpture, digital media)
- Ability to adapt art curriculum and projects to multiple grade levels
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by Regional School at St. Robert Parish
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training

- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency in iPad usage and applications, and in integrating technology into the art curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

I:\Lay Personnel\Job Description\Template