Third Grade Teacher Position
Assumption of the Blessed Virgin Mary School
2660 E. Orange Grove Blvd
Pasadena, California 91107
(626) 793-2089

Principal: Ms. Rose Navarro
Email: rnavarro@abvmpasadena.org

Position Begins: August 2021

Requirements:
* Bachelor’s Degree
* California Teaching Credential (will consider in progress)
* 3-5 years minimum experience
* good interpersonal skills
* Catholic

Salary: TBD

Job Description:
Self-contained classroom.
The Third Grade teacher is responsible for planning and instructing students on various subjects, such as science, reading, math, and social studies in alignment with California state and Archdiocesan standards. Common duties are assigning homework, developing lesson plans, grading tests, keeping in touch with students' parents, and reporting to school administrators.

Duties
Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible. Observe and evaluate students' performance, behavior, social development, and physical health. Prepare materials and classrooms for class activities. Adapt teaching methods and instructional materials to meet students' varying needs and interests. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students. Assign and grade class work and homework. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.

• Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents. • Excellent verbal and written communication skills are required. • Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment and instructional strategies.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.