**JOB OPENING**

**Full Time & Part Time**

**Position Available:** Campus Supervisor/Substitute

**Beginning Date:** Immediately

Junípero Serra High School is a Catholic college preparatory for boys. Located in San Mateo, in the heart of the San Francisco Peninsula, Serra’s legacy spans over 75 years of excellence in Catholic education. A rich and rigorous academic curriculum, a wide range of extracurricular activities, and an environment of support, compassion, and mutual respect are hallmarks of Serra. Serra’s faculty and staff are deeply committed to mentoring their students, providing a framework for young men to grow in faith, wisdom and service as active members and leaders in the community.

**Qualifications**

* BA degree preferred
* Experience working with youth in an educational environment

**Performance Responsibilities**

* Serve as substitute teacher
	+ Able to manage classroom and student expectations
	+ Able to follow a lesson plan and facilitate student learning
* Supervises students throughout their day to ensure their safety and appropriate behavior
* Monitors student dress code, student detention, and campus tone
* Responds to disciplinary issues; works with Dean of Students on discipline follow-up as requested
* Works with support personnel on delivery of summons
* Communicates clearly and proactively with students, colleagues and parents
* Performs such related tasks as assigned

**TERMS OF EMPLOYMENT:** Hired annually from August thru May. Regular schedule is from Monday – Friday 7:00 a.m. – 3:00 p.m. and occasionally for school events determined by the Dean of Students.

**Deadline for Application:** Until position is filled

All interested candidates must submit a cover letter, two letters of reference, a resume and a completed application to hr@serrahs.com

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance will consider for employment qualified applicants with a criminal history.