



Position Description

POSITION TITLE:	Theology Teacher
SUPERVISED BY:	Principal
FLSA STATUS:	Exempt, Full-Time
EFFECTIVE DATE:	August 2024
COMPENSATION:	\$69,626 - \$109,376 per year

Mission Statement:

Inspired by the Daughters of Charity and the De La Salle Christian Brothers, in partnership with families, Sacred Heart Cathedral Preparatory's mission is to provide the finest education in an inclusive Catholic community of faith. We prepare our students to be service-oriented leaders with a commitment to living the Gospel.

Sacred Heart Cathedral Preparatory (SHC) is a Lasallian Vincentian Catholic, co-educational college preparatory secondary school located in the heart of San Francisco, California. We provide academically rigorous, vibrant learning grounded in social justice and student-centered pedagogy. Our community is committed to cultivating each student's unique abilities and passions, and to facilitating opportunities for students to discern and realize their individual intellectual, artistic, athletic, social, and spiritual potential. SHC is a San Francisco Archdiocesan High School that is cosponsored by the De La Salle Christian Brothers of the District of San Francisco and the Daughters of Charity of St. Vincent de Paul of the Province of the West.

As an inclusive Catholic community of faith, we respect and support the development of students, faculty, and staff. We foster a sense of belonging that is grounded in our mission and carried out through our Lasallian Vincentian Catholic educational traditions. Through these efforts, we prepare students as future leaders to live out our credo, "Enter to Learn, Leave to Serve."

Position Summary

This is a 5/5th (100% FTE) position, teaching preparatory Theology courses. Our Theology curriculum integrates the U.S. Bishops Framework in developmentally appropriate ways, reflecting the Lasallian tradition of serving as our students' older sisters and brothers. SHC's Theology faculty nurture our diverse student body through student-centered learning, critical thinking, spiritual self-reflection and growth, and vibrant co-curricular and service programs.

Essential Duties and Responsibilities:

- Model for students the characteristics of a Lasallian Vincentian Catholic educator;
- Promote SHC's mission, philosophy and [Integral Student Outcomes](#);
- Collaboratively and independently design and/or implement curriculum that effectively promotes department outcomes and adheres to the scope and sequence as determined by the Theology Department;
 - Guide students to realize and deepen their relationship with God and with others;
 - Design and implement lessons to facilitate critical thinking and mastery of essential skills and understandings as determined by the grade-level learning team;
 - Provide regular and varied formative and summative assessments to demonstrate achievement and to facilitate students' ability to understand their progress toward learning targets;
- Maintain an interactive and timely learning environment, in both physical and virtual learning spaces;
- Communicate consistently with students, parents, and school personnel;
- Keep current and complete electronic grading and attendance records;
- Collaborate in the school's cocurricular activities, service learning, and/or retreat programs;
- Engage in professional development, especially our four-year New Faculty Professional Development and Support Program, becoming a reflective and growth-minded practitioner who integrates best and next teaching practices rooted in the SHC mission;
- Actively participate in SHC's strategic initiatives to strengthen meaningful diversity, equity, inclusion and belonging practices, especially strategies to support equitable learning, culturally responsive teaching, social emotional learning, and universal design for learning;
- Strengthen the mission of SHC and the charisms of the Daughters of Charity and De La Salle Christian Brothers and Department of Catholic Schools through their formational programs.

Required Qualifications

- Undergraduate or graduate degree in theology or related subject;
- Ability to work collaboratively and independently to promote student learning;
- Be a practicing Catholic.

Desired Qualifications

- Experience as a classroom teacher;
- Teaching credential, catechist certificate, or graduate degree in theology or related subject, or work toward one;
- Experience working with high school students;
- Experience in a Catholic high school setting.



The statements herein describe the general nature and level of work being performed by employees assigned to this position and should not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned.

Certifications and/or Licensure

None; teaching credential preferred.

Education and/or Experience:

Bachelor's Degree in theology or related subject; Master's Degree in theology preferred.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft software applications, Google Suite; databases (such as a learning management system) and internet usage.

Physical Demands:

The physical demands described here represent those that must be met by an employee to successfully perform the essential job functions. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to be present in front of students for long lengths of time; to be able to handle or feel as well as be able to communicate. The employee is frequently required to reach. The employee is required to move throughout multiple campuses and floors. The employee may lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

SHC is an equal opportunity employer:

The Archdiocese of San Francisco will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a background investigation. The Archdiocese of San Francisco will consider for employment qualified applicants with criminal histories.

Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

To apply go to: SHCP.EDU/Careers