



MERCY HIGH SCHOOL
Burlingame, California
(650) 343-3631

ENGLISH TEACHER: Short-Term Position

Mercy High School Burlingame, an all-girls college preparatory secondary school, has an opening for a **temporary** full-time English teacher October- December 2025.

We are looking for applicants who can use engaging lessons to teach foundational English skills that will carry students throughout their lives. The position will include five instructional periods of teaching English II and II Honors sections with two prep periods. The long-term English teacher will be responsible for lesson planning, lesson delivery, grading, and communication with students and their parents. Additionally, the long-term English teacher will help to support our mission and core values while fostering a community rooted in mercy.

Minimal qualifications:

- B.A. in English
- Experience teaching in a secondary school environment

Additional Preferred Qualifications:

- CA Secondary Teaching Credential
- Master's Degree in English, education, or related topic

Salary \$11,000 for the three month position (October 6- December 23, 2025)

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)

Send resume and cover letter to:

Lynn Beal, Assistant to the Head of School lbeal@mercyhsb.com. If emailing, please use subject line "Long-Term Substitute English Teacher Position"

Mercy High School, 2750 Adeline Drive, Burlingame, CA 94010

