



## SACRED HEART SCHOOLS

ATHERTON

### **The School**

Sacred Heart Schools, Atherton (SHS) is rooted in a strong and deep history. Founded in 1898 by the Society of the Sacred Heart, an international congregation of Catholic women religious, it is a Roman Catholic, independent, coeducational school dedicated to the educational philosophy expressed in the Goals and Criteria of Sacred Heart Schools. Located on a beautiful 64-acre campus in the San Francisco Bay Area, SHS is one of 24 schools in the U.S. and Canada Network of Sacred Heart Schools and is affiliated with a network of over 200 Sacred Heart schools worldwide. SHS is made up of two divisions: Preschool through Middle Schools (P-eighth grade) and Preparatory (grades nine through twelve). Today, SHS is a vibrant, thriving, and dynamic institution, committed to educational excellence and the teachings of a Christ as expressed in forgiveness, compassion, respect and generosity. From preschool through high school, our world-class, diverse faculty and staff guide students of all faiths to become thoughtful and caring young adults through a rigorous curriculum and mission-driven programs, the development of active leadership skills, and emphasis on personal integrity. These are the hallmarks of the SHS experience, and the core of our Sacred Heart spirit.

To learn more about Sacred Heart Schools, Atherton, please see our website at [www.shschools.org](http://www.shschools.org)

### **The Position**

SHS seeks a talented and highly qualified full-time Religious Studies teacher at the Preparatory. The candidate must be able to teach high school students in grades 9-12. Successful candidates must prove excellent skills as a teacher and a strong ability to collaborate with colleagues. Excellent candidates will demonstrate a passion for preparing curriculum and teaching teaches high school students any of the following topics: Introduction to Catholicism, Personal Morality, Hebrew/Christian Scriptures and Social Ethics. A healthy sense of humor is always a plus.

Key responsibilities for this important role include but are not limited to:

- Preparing course materials such as syllabi, homework assignments, and handouts.
- Evaluating and grading students' class work, assignments, papers, and other assessments.
- Planning, evaluating, and revising curricula, course content, course materials, and methods of instruction.
- Establishing and maintaining an effective classroom culture that supports student learning.
- Collaborating closely with colleagues to develop and renew curriculum and other school programs.

### **Required Qualifications**

- Bachelor's degree in Educational administration, Religion or closely related field.
- Post graduate work in subject matter and/or educational administration.
- Must be a practicing Catholic.
- A strong understanding of and commitment to curriculum aligned with Catholicism, as interpreted and lived by the Religious of the Sacred Heart of Jesus.
- Excellent verbal and written communication skills, as well as outstanding interpersonal skills.
- A broad knowledge of and experience with current best practices in curriculum and instruction, especially standards-based learning
- Demonstrated ability to teach scripture in a creative and charismatic style that provides a profound and sincere experience of Sacred Heart and Catholic principles and inspires adolescents to a deeper involvement in both.
- Demonstrated ability to integrate innovative technology to support student learning.
- Demonstrated ability to support all learners, including those with an identified learning difference and/or disability.
- Willingness to adapt to an existing curriculum as well as contribute ideas to enhance the respective academic and other school programs.

### **Preferred Qualifications**

- Master's degree in a relevant field and /or teaching credential in appropriate subject matter.
- Experience of any kind in a Sacred Heart school strongly preferred.

- Prior experience working in an independent / Catholic school environment.
- Prior experience with campus ministry.
- Some prior experience teaching online.

For a more detailed job description, please visit our career page at <http://www.shschools.org/Page/About/Careers--SHS> and look for the Religious Studies Teacher position under the Preparatory heading.

### **Employment**

This position offers competitive compensation and health and welfare benefits subject to plan parameters, including medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

### **To Apply**

Online: send resume and cover letter to [hrjobs@shschools.org](mailto:hrjobs@shschools.org); please indicate **Prep Religious Studies 2021** in the subject line.

### Via Mail:

Sacred Heart Schools  
150 Valparaiso Avenue  
Atherton, CA 94027  
Attention Human Resources: **Prep Religious Studies 2021**

*Sacred Heart Schools, Atherton believes that each individual is entitled to equal employment opportunity without regard to race, color, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, citizenship, veteran status, or any other class protected under federal, state or local laws.*

*As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.*