



JOB DESCRIPTION

TITLE: Theology Faculty
REPORTS TO: Assistant Principal of Academics
DATE: May 2022

Check applicable interactive boxes below:

☒ Exempt ☐ Non Exempt ☒ Full-Time ☐ Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary:

O'Dea High School is seeking a full-time theology teacher for the 2022-23 school year. An ideal candidate is passionate about teaching Catholic Theology to high school youth, has a strong desire to be a member of a diverse Catholic educational community, is an excellent communicator, and builds positive relationships with students, colleagues, and parents. Candidate will be a practicing Catholic open to cultivating the spiritual lives of students regardless of faith tradition. Content knowledge and ability to teach content through contemporary culture in an interdisciplinary manner is desired. We are seeking an individual who can connect with students pastorally and intellectually to promote spiritual growth among students from a wide range of cultural and socioeconomic backgrounds.

Essential Functions/Responsibilities:

- 1. (80% time) – Classroom Instruction** – Designing, implementing, assessing and refining instruction to meet the needs of all students, with a clear and consistent lens on equity and inclusion. This includes but is not limited to: delivering information in an engaging fashion, collaborating with department faculty to align lessons vertically, managing online platforms for students and parents to view grades, assignments and resources, maintaining accurate records for grades and attendance, facilitating and encouraging student discourse, creatively implementing USCCB and Archdiocese of Seattle teaching standards, and connecting curriculum to lives of students from diverse faith backgrounds.
- 2. (5% of time) – Participation in Campus and Community Events** – This includes participation in outside activities such as coaching, attending meetings with families, attendance at sporting events, and attendance at open house and family conferences.
- 3. (10% of time) – Professional Learning Communities (PLCs)** – Weekly faculty meetings as well as additional department and grade level meetings to coordinate curriculum and pedagogy to improve outcomes for students. This will also include participation in the O'Dea Campus Ministry Team.

4. **(5% of time) – Supervision Duties** – All faculty members are part of a rotating supervision schedule during lunchtime activities. Other supervision outside of classroom time includes but is not limited to mass, field trips, assemblies, and special activity days.

PART II. Minimum Qualifications

Minimum Education Required - Check one box:

☐ HS Diploma ☐ Associate Degree ☒ BA/BS ☐ Masters ☐ PhD/MD

BA in Theology, Religious Studies, or related field preferred

Washington State Teaching Certification in related area(s) preferred

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

Candidates who are in the process of working toward necessary certification may be considered for an interview for this position.

List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):

Washington State Teaching Certification in related area(s) preferred

Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):

Interpersonal communication skills, managing multiple tasks, technology skills, working as part of a team

Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):

Knowledge of Microsoft Office Suite, ability to use Microsoft Teams and OneNote effectively both in-building and as part of a remote learning program

PART III. Physical Demands/Work Environment - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking				X
Bending				X
Standing				X
Stooping				X
Sitting				X
Climbing		X		
Driving		X		
Traveling		X		
Extended hours and/or nights and weekends as needed		X		
Lifting up to 50 lbs. with or without assistance		X		

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Lifting over 50 lbs. with assistance	X			
Stretching/reaching				X
Distinguish smell/temperature		X		
Hearing				X
Seeing				X
Speaking and communicating effectively with all people including some with diverse backgrounds				X
Operating computer and standard office equipment			X	
Hand/finger dexterity				X
Motor skills and hand-eye coordination				X
Exposure to hazardous materials		X		
Exposure to outside activities that could include extreme temperatures or inclement weather		X		
Other:				

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.

Statement of Vaccination Requirement – Condition of Employment: The Governor’s Proclamation 21-14.2 requires all employees of educational institutions (schools) to be fully vaccinated against COVID-19 unless a medical or religious (moral/ethical) exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination.

Please contact Lucas Dobbs, Assistant Principal of Academics, at ldobbs@odea.org