



**Bellarmino**  
College Preparatory

## ***Religious Studies Teacher (3/5<sup>th</sup> Position)***

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

Bellarmino College Preparatory, located in San José, California invites applications for a 3/5<sup>th</sup> Religious Studies Teacher position beginning August, 2020. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

- Teach three sections of Hebrew and Christian Scriptures in the Religious Studies Department
- Collaborate with colleagues on Religious Studies curriculum, instruction, and assessments
- Hold regular office hours and meet with students who need assistance
- Communicate regularly with parents, counselors, and administrators to ensure the success of each student
- Demonstrate a commitment to ongoing professional growth
- Fulfill periodic substitution and prefecting responsibilities
- Abide by all school policies and regulations
- Complete other duties and/or projects as assigned

### **Minimum Qualifications/Skills:**

- Bachelor’s degree
- Knowledge of research-based best practices for teaching Religious Studies
- Familiarity with Jesuit secondary education
- Ability to work effectively with staff and students at all levels, displaying a positive attitude, demonstrating cultural proficiency, and exhibiting motivation and drive; this includes the ability to provide clear expectations to students while building positive relationships
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents; this includes the ability to resolve conflicts
- Self-directed with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames and with strong attention to detail, including the ability to stay focused and manage multiple projects/activities simultaneously
- Proficiency with Microsoft Office Applications and the ability to operate all other applicable software
- Ability to perform the job safely with respect to others, property, and individual safety

### **Preferred Qualifications/Skills:**

- Master’s Degree in Subject Matter or Master’s Degree in Teaching
- Single Subject Credential

### **Physical Requirements:**

- Ability to lift 20 pounds, using proper lifting techniques

- Ability to sit, stand, and/or move around the classroom as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen (often for extended periods of time) and/or on a mobile device/laptop

**General Information:**

- This position is classified as a 3/5ths Exempt position.
- This position is eligible for Bellarmine's premier benefits package
- This position will begin work on/about August 10<sup>th</sup> to prepare for the school year and is to be completed in accordance with the published school calendar as instructed by the school's administration
- ***Due to BCP's recruitment timeline for this position, applications received by Friday, April 24, 2020 will be given priority for review and consideration. Applications received afterwards may be reviewed but is not guaranteed.***

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**To Apply Online:** Please complete the *Bellarmino Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating "Religious Studies Teacher" in the subject line of the e-mail.

**To Send by Mail:** Bellarmine College Preparatory  
Attn: Human Resources  
960 West Hedding Street  
San Jose, CA 95126

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. \*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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