



**Bellarmino**  
College Preparatory

## ***Proctor***

*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 classroom proctor during Hyflex instruction. As part of the Bellarmine staff, this position is responsible for supervising classes where a group of students is in the classroom while the teacher is either absent or teaching remotely. In addition, this position may complete other duties such as health check screening or lunchtime supervision.

Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school. This is a temporary position for the second semester of the 2020-2021 school year, starting on or around January 7, 2020.

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:**

- Implement, model, and remind students of all COVID-19 safety protocols (eg mask-wearing and social distancing)
- Support a remote teacher by supervising the in-person students for duration of the period (eg facilitating a discussion or monitoring a lab)
- Support an absent teacher by taking attendance and administering a substitute assignment
- Set up and clean up materials in the classroom before or after the period, as needed
- Administer Bellarmine’s Health Screening Questionnaire to students, employees, and visitors, as needed (Note: When doing this, you will be provided with Personal Protective Equipment (PPE) which you will be required to wear. This includes a mask, face shield, and gloves)
- Supervise lunch periods, as needed
- Abide by all school policies and regulations as stipulated in the Employee Handbook and the Faculty Operational Policies
- Other duties and/or projects as requested

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

- High school diploma or equivalent
- Ability to perform the job safely with respect to others, property, and individual safety
- 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 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

### **Physical Requirements:**

- Ability to lift up to 20 pounds as needed, using proper lifting techniques
- Ability to sit, stand, and/or move around the classroom/work environment 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:**

- Supervised by the Assistant Principal for Instruction
- This position is Supplemental/Temporary/Non-exempt
- This is not a telecommuting position
- Work hours may vary depending on the bell schedule, the needs of the remote and absent teachers, and the status of the campus during the COVID-19 pandemic

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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 “**Proctor**” 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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