



Bellarmino
College Preparatory

English Teacher

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 full-time English Teacher position beginning on August 5th, 2024 for preparatory meetings with instruction starting on August 15th, 2024. 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 five sections of college prep and/or AP English courses
- Collaborate with colleagues on English 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 prefectorial responsibilities

Minimum Qualifications:

- Bachelor’s degree in the subject area from an accredited college/university
- Knowledge of research-based best practices for teaching English
- Familiarity with Common Core for English Language Arts with a focus on the standards on reading and writing
- Familiarity with the use of educational technology in the classroom
- Excellent organizational and communication skills
- Demonstrated commitment to cultural proficiency
- Excellent organizational skills
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with internal and external constituents
- Ability to work effectively with staff at all levels, displaying a positive attitude
- Working knowledge and 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:

- A Secondary School Teaching Credential and/or Master’s degree
- Experience teaching Advanced Placement English courses
- Experience teaching at high school level

- Familiarity with underrepresented authors to ensure that all students see diverse voices in the curriculum

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 pays according to our established faculty salary scale, available [here](#)
- This position is classified as Regular Full-Time Exempt; employees in exempt positions are expected to work as many hours as their job responsibilities require, which may include evenings and weekends
- This position is eligible for Bellarmine's excellent benefits package
- This position has no direct reports
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about August 1st to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration

To Apply Online:

Please complete the ***Bellarmino Faculty Application Form*** located on our [employment web page](#) under Employment Applications and upload all applicant materials (**Faculty Application Form, Resume, and cover letter are required**) through the position posting via [BCP Career Center](#).

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.*
