



Spiritual Life Teacher/ Kairos Retreat Director

Notre Dame High School, Belmont (NDB) is an independent Catholic college preparatory school for young women dedicated to the educational mission of St. Julie Billiart and the Sisters of Notre Dame de Namur. NDB seeks a motivated Spiritual Life Program Teacher and Kairos Retreat Director for the 2019-2020 academic year who will share the responsibility in the academic development of students and guidance in spiritual, social, co-curricular, and extracurricular activities. This is a full time position and reports directly to the Associate Head of School for Academics and Associate Head of School for Student Affairs.

Major areas of responsibilities

- Display a high degree of instructional competence through evidence of:
 - High level knowledge of Subject Matter
 - Innovative and diverse Lesson Plans
 - Appropriate range of formal and informal Student Assessment
 - Effective Classroom Management
- Teach Spiritual Life classes according to Notre Dame High School's established Catholic mission and philosophy
- Set an example of living out the Hallmarks of a Notre Dame Learning Community and Catholic Faith
- Demonstrate ability to work collaboratively with colleagues
- Conduct communications internally and externally with the highest level of Professional Ethics
- Maintain high standard for professional growth, must contain a technology component
- Encourage academic honesty and integrity
- Support Admissions programs and events
- Oversee one Campus Ministry Program (Kairos Retreat)
 - Book retreat dates and work with retreat site on planning
 - Meet with/train Kairos leaders and adult leaders to prepare for the retreat
 - Register students, collect forms, payments, letters from families and faculty
 - Lead the four day retreat in the fall and four day retreat in the spring with follow-up gatherings throughout the year

Qualifications

- Bachelor of Arts or Science Degree in Subject Area
- Master Degree in Theology, preferred
- California Teaching Credential, preferred
- Active Catholic
- Experience teaching in Pastoral or Youth Ministerial Capacity
- Three years teaching experience with adolescents, High School Experience preferred
- Demonstrated ability to lead and inspire in a classroom setting
- Outstanding written, verbal, and presentation skills
- Strong interpersonal and organizational skills
- Passion for Catholic secondary women's education
- Experience with GAFE
- Experience teaching in Block Schedule, preferred

Salary and Benefits

Salary scale reflects the guidelines set forth by the Notre Dame High School. Salary is based on education and years of experience. This position is eligible for benefits.

Interested candidates should submit a letter of intent, resume, and three letters of recommendation.

1540 Ralston Avenue, Belmont, CA 94002

www.ndhsb.org