



Job Description: Substitute Teacher

The substitute teacher functions as a member of a Catholic school faculty, supporting the philosophy and mission of the school and instructing students in assigned subject area and grade levels. The substitute teacher is expected to support the religious dimension of the school and have capabilities in the areas of instruction, classroom management, and communication.

The substitute teacher is under the direction of the Principal, or respective administrators, in all school matters and are required to observe conscientiously all regulations of the local school and/or district, as well as policies of the Catholic School Office.

Duties:

Support the philosophy of a Catholic School.

Seek an understanding and implement the mission of the local school and district.

Attend to related professional duties to include, but not limited to:

- Ensures the opportunity for all students to learn in a supportive environment.
- Implements lesson plans and can take direction from others.
- Prepares and organizes a variety of materials in order to deliver instruction.
- Has the ability to problem-solve in order to achieve a successful classroom.
- Monitors and supervises students in order to provide a safe, learning environment.
- Ability to collaborate and work with others within the larger school community.
- Ability to manage the classroom in the absence of the teacher and/or seek assistance in doing so.
- Maintain positive, appropriate relationships with colleagues, students, and other stakeholders.
- Cover morning and afternoon duties where needed.
- Other duties as assigned in the absence of the teacher.

Experience:

Teacher certification preferred, but not required.

Classroom and/or educational setting experience preferred, but not required.

Qualifications:

Successful background check

Skills:

Communicate effectively in writing and speaking.

Ability to utilize technology to communicate, deliver instruction, etc.

Ability to maintain a schedule.

Ability to seek guidance where needed.

Maintain confidentiality.

Maintain flexibility.

Send resume to Amy Smith, Dean of Faculty at asmith@ckslex.org