

St. Barbara School

Substitute/Long-Term Substitute Responsibilities

St. Barbara School is interested in a person who will instruct, supervise, and inspire students in a Catholic school environment

Knowledge, Skills, Abilities:

- Ability to implement lessons based on school objectives, student needs and abilities, and state and diocesan standards
- Ability to communicate both orally and in writing, using correct grammar, to present information effectively and respond appropriately to questions
- Maintain effective classroom management strategies
- Establish and maintain effective relationships with students, staff, and parents through oral and written communication as well as email
- Knowledge of a variety of teaching strategies that will engage students
- Knowledge of school policies and procedures that will ensure the safety of all students
- Skilled in teaching all subjects, utilizing technology, and encouraging student engagement

Duties and Responsibilities:

- Provides classroom instruction to students as outlined in lesson plans
- Creates a classroom that is conducive to learning and appropriate to the maturity and interests of the students, upholding the teachings of the Catholic church
- Maintains and respects confidentiality of student and school personnel information
- Maintains established routine of the school and classroom procedures which they are assigned
- Maintains a professional appearance and demeanor as an example to students, working respectfully with all students and staff
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Maintains discipline and classroom control in a safe and positive learning environment for all students and staff in accordance with school rules/expectations
- Maintains rules of conduct which encourage self-discipline and responsibility

- Communicates effectively with parents, students, faculty, and administration as needed
- Meets and instructs assigned classes in the locations and time designated as well as ensuring students arrive at extra-curricular classes and are picked up on time, communicating with administration when one would not be in the designated locations
- Report all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as is reasonably possible
- Assigns, monitors, collects, grades, and returns student work all in a timely manner
- Returns instructional materials, equipment, and keys to proper place
- Completes all other assigned duties, such as updating gradebook and websites, updating classroom bulletin boards, if needed

Education and Experiences:

- Bachelor's Degree
- Teaching Credential
- CPR/First Aid