

# SAINT CATHERINE

of Siena Parish School

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## DISCOVERYOURSELF

### LONG-TERM SECOND GRADE SUBSTITUTE TEACHER JOB DESCRIPTION

*\*Position to be filled beginning in August through mid-November 2019*

**Summary:** Instructs students and facilitates their learning in the absence of the regular teacher in a Catholic school environment.

#### **Essential 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
- Maintains and respects confidentiality of student and school personnel information
- Maintains a safe and orderly environment
- Maintains established routine of the school and classroom procedures which they are assigned
- Maintains a professional appearance as an example to students
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Maintains discipline and classroom control that foster a safe and positive learning environment for all students and staff in accordance with the school
- Maintains reasonable rules of conduct which encourage self-discipline and responsibility
- Communicates effectively with parents
- Meets and instructs assigned classes in the locations and times designated
- Report all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as is reasonably possible
- Creates lesson plans in accordance to school procedures
- Grades student work in timely and meaningful manner
- Returns instructional materials, equipment, and keys to proper place
- Completes all other assigned duties

**Education and Experiences:**

Bachelor's Degree

**Certificates/Licenses:**

Teaching Credential, Multiple Subjects

Please send cover letter, resume and references to Dr. Jennifer Maan, Principal, via email:  
[jmaan@stcathschool.org](mailto:jmaan@stcathschool.org).