



St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688

❖ Substitute Teachers – Various Grades and Subjects

Substitute Teachers are “on-call” to fill in for an absent teacher. Assignments will be coordinated by our Assistant Principal. Work hours are 7:10 am – 3:15 pm. Available grade levels are TK-8.

Qualifications:

Preferred candidates must demonstrate the following minimum qualifications:

- Valid teaching credential OR valid emergency 30-Day Substitute Teaching Permit.
- Must be comfortable with a combination of traditional in-person instruction, distance learning, and streaming of instruction to remote students.

Application Procedure:

Step 1: If you wish to be considered, please email your resume to Elise Trent, Director – Human Resources at etrent@serraschool.org.

Step 2: If you are considered for a position, you will be asked to apply with the Diocese of Orange, and you will need to provide the following:

- A resume and cover letter
- A completed Teacher Employment Application
- Copies of your official transcripts
- Proof of your credential or substitute teaching permit
- Three letters of reference -- Two professional references and one character reference