

Saint Mary's Catholic School
Long Term Substitute
3rd Grade

The long term substitute assumes the absent teacher's role in conducting the class. In addition to assuming regular teaching duties, the substitute must provide continuity for students and parents during the teacher's absence. Ideally, the substitute and the absent teacher will have the opportunity to communicate both prior to the substitute starting as well as during the period of absence. The substitute teacher will assume the classroom routine, and is expected to utilize his or her discretion to maximize the effectiveness the instruction during the duration of the absence.

Incumbent will report to the Principal of Saint Mary's School. The incumbent will work cooperatively with other faculty and staff.

Responsibilities and Tasks of the position:

- Instructs pupils in all aspects of an elementary education curriculum.
- Teaches Religion to all assigned students (may include students from other classes)
- Prepares lesson plans and establishes course goals
- Utilizes books and supplies previously ordered and received
- Demonstrates method and procedure to pupils
- Observes and evaluates pupils' work to determine student progress or to make suggestions for improvement
- Confers with student, parent, and counselor to resolve student problem
- Organizes and accompanies students on field trips germane to the instructional content
- May teach students with disabilities
- Required to be licensed in elementary education with appropriate endorsements

Physical Demands / Environment

Position requires active participation in the classroom environment, including prolonged physical activity. Strenuous exercise and movement may be required.

Performance Appraisal:

Teachers are observed by peers and administrators as part of a planned performance appraisal process. Written observations of classes are provided to the teacher.

Working Conditions:

Teachers report to school routinely one half hour before the start of the student day, and remain until one half hour after students are dismissed. Teachers are required to attend faculty meetings, school events and professional development activities as scheduled.

Date of Revision:

This job description is effective beginning the 2011-2012 school year.

Exempt, Non-exempt?

This position is Exempt as classified in accordance with the Fair Labor Standards Act.

Qualifications:

Incumbents are required to maintain Virginia State Teacher Licensure. Desired qualities include an enjoyment of, and being good at, physical activity; enthusiastic, patient and tactful; enjoy working with young people; good communication skills; high-level organizational skills; prepared to work out of school hours.

Previous experience teaching in elementary education is essential for success. There is little time to develop appropriate classroom skills and a demonstrated experience with similar duties is required.

Previous experience working with parents of classroom students is also essential for success. Only with a sound parent-teacher communication and cooperation will students receive the best possible chance for success.

This position requires the incumbent to be a practicing Catholic in good standing. Substitute will teach Religion (including Catholic Tradition and Theology) as required by Diocesan Policy. Given that the incumbent will substitute for the sole Religion teacher on grade level, this will be a required qualification.

Prior to appointment to this position, the selected candidate must have a successful background screening, including a criminal background check initiated with fingerprinting.

Benefits:

Benefits are provided as described in *Called to Work in Harmony: Personnel Policies for Lay and Religious Employees*, Catholic Diocese of Richmond.