

POSITION DESCRIPTION

Title: Substitute Teacher

Reports to: Principal

Job Summary:

Substitute teachers provide backup support for teachers who are absent from work. They implement lesson plans and learning objectives set by teachers and provide the monitoring of students, classroom management, and facilitation of classroom activities in a Catholic and Christian learning environment that guides and encourages students to develop and fulfill their academic potential.

Qualifications:

- A minimum of a BA/BS in an appropriate subject area
- Current Wisconsin teaching or substitute license, prefer; submission to legal background check
- Knowledge and implementation of relevant technology
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to communicate effectively orally and in writing, and excellent classroom management skills
- Demonstrated faith commitment

Responsibilities:

- Creates, reviews and implements lesson plans
- Mentors and engages students
- Gives clear instructions and helps students understand the lesson
- Maintains discipline and control of the classroom
- Fosters a safe and nurturing learning atmosphere
- Records and grades quizzes, homework, projects, and exams
- Supervises students, fostering and ensuring a disciplined and safe learning environment
- Instruct and monitor students in the use of learning materials, technology and equipment
- Provide a secure student-centered learning atmosphere, which encourages and challenges student development spiritually, academically, physical, emotionally, and socially
- Cooperate with the principal in fulfilling professional responsibilities throughout the school
- Read and agree to follow the policies and procedures as defined in the employee handbook
- Use resources prudently
- Other duties as assigned

Christian commitment:

- Role model and witness to a Christian lifestyle
- Motivate, through good example, meaningful prayer and Liturgical experiences
- Promote a positive, charitable spirit and nurture a Christian environment within the school community; interact with families promoting the total Christian education of the student
- Work openly, creatively, and cooperatively with the principal and other members of the staff
- Remains calm under pressure, never displaying unjust anger, animosity, or lack of consideration

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.

Print name: _____

Signature: _____ Date: _____