



St. Bonaventure Catholic School

Job Summary

The long-term substitute is responsible for providing classroom coverage for a teacher who is absent for an extended period of time. The long-term substitute works the regular hours of the absent classroom teacher during his/her absence.

The long-term substitute position is for a 2nd-grade teacher.

Essential Duties and Responsibilities

- Must be present on campus during regularly scheduled hours each regular workday.
- Demonstrate effective planning skills.
- Be familiar with and able to teach the Catholic faith and Catholic traditions.
- Maintain curricular mapping as designed by the classroom teacher.
- Follow Diocesan grading policies and Diocesan mandated grading scales.
- Enter graded student work in the FACTS grade book.
- Demonstrate competence in teaching by exhibiting current, thorough, knowledge of the curriculum.
- Use effective methods of evaluation/assessment that are directly related to curriculum objectives.
- Establish a consistent classroom management approach.
- Maintain a clean, well-organized, and pleasant learning environment that includes regular upkeep of bulletin boards that display student work.
- Be available for the potential afternoon, and evening work as necessary (as noted on the calendar). Some examples: Parent/Teacher Conferences, Parent Orientation Night, Community Open House, Graduation Mass, etc.
- Cooperate with school and Diocesan administration, and work effectively in a positive manner with all school employees.
- Promote positive relationships with parents and students.
- Maintain regular communication with parents with regard to their child's specific needs.
- Respond to parent communications and/or concerns in a timely manner (within two school days).
- At all times demonstrate professional responsibility in enforcing Diocesan and school policies and regulations.
- Maintain confidentiality of information, and display sound judgment in dress and general behavior.
- Perform other duties as assigned by the administration.
- Attend calendared faculty, staff, and PLC/department meetings.

Physical/Mental Requirements

Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office/education environment.

Required Activities

Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding

Basic Qualifications

- Excellent communication skills including written, verbal, public speaking and presentation skills.
- Excellent human relations and interpersonal skills; must be a self-starter and well-organized; must be a team player.
- Be able to manage multiple tasks simultaneously.



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- Flexibility in assessing needs and strategies and adapt appropriately in an educational and ministerial environment.
- Proficiency in the use of technology, specifically, Microsoft Office Suite, Google Education Suite, FACTS
- SIS Database, Renaissance Learning Assessment Suite (STAR, AR), Zoom, Remote/Distance Learning
- Applications/Software, and any programs deemed necessary by the administration.
- The ability to successfully complete a criminal history and background check
- TB test requirements met
- Professional manner and a clean and neat personal appearance

Education

- Bachelor's degree from an accredited university and a valid State of California Teaching Credential preferred
- CPR/AED training certification for adults and infants.
- Safety training (completed once job offer is accepted)