



ST. ANNE SCHOOL

JOB DESCRIPTION

Long-Term Substitute for Third-Grade Teacher

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook
- Attends faculty, departmental, grade level, and administrative meetings as needed
- Attend faculty and administrative meetings as needed

DEFINITION:

The long-term substitute teacher will be responsible for the instructional program, general operations, and management of their assigned class or program for third grade. Responsibilities include, but are not limited to, the following:

DUTIES:

- Plan, implement, and supervise the educational program for any level in grades K-5, in accordance with the goals, policies, procedures, philosophy, and curriculum of the school
- Ensure the health and safety of all students in the class
- Ensure that the courses of study and classroom programs meet the students' individual needs and are modified for multiple levels of academic ability and previous experience of student
- Ensure a positive environment where each student is encouraged to reach his/her potential and to take a risk
- Conduct ongoing evaluations of student achievement through formal and informal assessments
- Monitor each student's progress and keep the students and parents informed of progress and other communication methods via website on an ongoing basis
- Utilize technology for instructing students
- Maintain discipline in the classroom and other areas through positive but clear discipline practices
- Maintain and communicate policies, expectations, and procedures to parents and students verbally through the website www.st-anne.org
- Provide necessary and effective parent communication, including Parent/Student conferences, teacher web pages, and gradebooks
- Contact administration when social and academic problems arise

- Be responsible for the appearance of the classroom, including a display of students' work, classroom guidelines, bulletin boards, and a neat orderly appearance
- Provide lunch/playground/carpool supervision as assigned
- Attend and participate in all regularly scheduled all faculty, division, department, and grade level team meetings as well as inservices, professional development workshops, and required school functions
- Attend the following activities:
 - All School Masses and assemblies
 - All other activities as deemed necessary to attend by the Head of School
- Complete record keeping accurately and in a timely manner
- Adhere to a professional dress code as outlined in the employee handbook
- Arrange for a substitute teacher and provide meaningful lesson plans in the event of your absence
- Maintain a professional attitude with students, parents, and other staff members

QUALIFICATIONS:

- Candidate must have Bachelor's degree
- Teaching credentials are preferable
- A minimum of two years of teaching experience is preferable

PREFERRED SKILLS:

- Use of Mac/PC Platforms
- Use of SMARTboard technology

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Five months (August to January), required to be on campus
7:30 a.m. – 3:30 p.m. Monday through Friday

Reports to: Head of School

This is an hourly \$20 - \$24 part-time temporary non-exempt position. Please send cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org.