

Mission Statement: Our Lady of Fatima Academy operates as a ministry of Our Lady of Fatima Parish. Our mission is to partner with parents, the primary educators of their children, to provide a Catholic Christ-centered, academically excellent, and safe school environment where all children can achieve their God-given potential and make a positive difference in the world.

Job Title: Substitute Teacher – TK-8th Grade (Catholic School)

Position Summary: A substitute teacher at a Catholic school provides instructional support and supervision in the absence of the regular classroom teacher. The substitute will create a positive and engaging learning environment, maintaining the academic and behavioral standards of the classroom while upholding the values and principles of the Catholic faith.

Key Responsibilities:

- 1. Instructional Delivery:**
 - Follow lesson plans provided by the regular classroom teacher, ensuring that all lessons are taught according to the prescribed curriculum.
 - Adapt instructional materials and methods as needed to meet the individual learning needs of students.
 - Provide clear explanations and reinforce key concepts in subjects such as Religion, Math, Science, Language Arts, and Social Studies for grades TK-8.
- 2. Classroom Management:**
 - Maintain a safe, respectful, and disciplined classroom environment.
 - Implement classroom rules and procedures as outlined in the school's code of conduct.
 - Address student behavior appropriately and in alignment with school policies, fostering a positive learning atmosphere.
- 3. Student Engagement:**
 - Encourage active participation and engagement in classroom activities.
 - Monitor student progress and provide assistance as needed to help students complete assignments.
 - Foster the development of critical thinking, collaboration, and communication skills.
- 4. Religious Education:**
 - Integrate Catholic values and teachings into daily lessons and interactions with students.
 - Lead or participate in prayer, reflection, and faith-based activities as appropriate for the grade level.
 - Support the spiritual development of students in alignment with the mission and values of the school.
- 5. Communication and Collaboration:**
 - Communicate effectively with students, staff, and administration regarding student progress and classroom needs.
 - Collaborate with other teachers and staff as needed to ensure continuity of instruction and the overall success of students.
- 6. Other Duties as Assigned:**
 - Supervise students during breaks, lunch, and other non-instructional periods as needed.
 - Perform additional tasks as assigned by school administration, which may include helping with school events, meetings, or special projects.

Qualifications:

- A minimum of a high school diploma (Bachelor's degree preferred).
- Previous experience working with children in an educational setting (teaching or tutoring experience preferred).
- Previous experience working in the Diocese of Orange preferred.
- Strong communication and interpersonal skills.
- Ability to work with students of varying abilities and backgrounds.
- Knowledge of or willingness to learn about the integration of Catholic teachings into daily educational practices.
- Must be flexible and adaptable to different teaching environments and grade levels.

Physical Demands:

- Ability to sit, stand, and walk for extended periods of time.
- Must be able to lift and move classroom materials (typically less than 20 lbs.).
- Ability to manage a classroom, including supervising students both inside and outside of the classroom.

Working Conditions:

- This position may require substitute work on short notice and can involve working in various classrooms and grade levels (TK-8).
- The position may involve working in a school setting during regular school hours, including mornings, afternoons, and occasional extended hours for meetings or events.

Compensation:

- \$20 an hour; temporary non-exempt

APPLICATION PROCESS:

- Please send current resume with cover letter to: Jennifer Jukic, Principal (jjukic@olfschool.net)
 - All applicants must submit their application to the Department of Catholic Schools. Copy Nanci De la Rosa-Ricco (nricco@rcbo.org) on the email to the school. Upon receipt of the email, application guidelines and forms will be forwarded to the applicant.
- If job offer is extended application must complete the following:
 - The ability to successfully complete a criminal history and background check
 - TB test requirements met
 - CPR/AED training certification for adults and infants. • Safety training (completed once job offer is accepted)