

Holy Family Catholic School
ON CALL SUBSTITUTE TEACHER
JOB RESPONSIBILITIES

Position Goal: Further the mission of HFS by engaging learners to meet their goals while bringing value to our Catholic school's program.

Reports to: Principal

Contact: careers@holyfamily.org

Education

- A Bachelor's degree or higher
- Valid teaching credential

Qualifications & Experience

- Previous teaching in a Catholic school is highly preferred
- Supervise a classroom academic and program development and facilitating implementation
- Foster a positive and safe classroom culture, focused on student learning
- Make data-driven decisions
- Fully vaccinated against COVID-19

Desired Skills & Characteristics

- Dependable, humble, have a sense of humor, and are committed to Catholic education
- Possess a growth mindset and passion for learning
- Actively engaged colleague, who focuses on student learning and collaborates to improve school-wide learning efforts
- Excellent interpersonal, writing and communication skills
- Knowledge of current trends in education
- Knowledge of current approaches to assessment, benchmarking and tracking of results
- Professional awareness about the role of technology in 21st century schools
- Results oriented, self-motivated, dynamic, energetic and creative
- Excellent organizational skills including the ability to motivate and lead diverse learners

Responsibilities

- Plan for, teach, monitor, assess, and make accommodations for the spiritual, moral, physical, emotional, and academic development of the children of Holy Family Catholic School
- Be an active contributor to the school community and a dynamic and collaborative colleague
- Possess a growth mindset
- Implement Core Instructional Practices as a structure for teaching and learning
- Utilize formative and summative assessment to inform instruction
- Invest in positive relationships with parents, colleagues and students
- Help live, instill and motivate the Philosophy and Mission of Holy Family Catholic School
- Maintain a professional, charitable, cooperative and respectful relationship with all members of the Holy Family community
- Establish and maintain effective classroom management

- Be present in school and available for all assigned duties from 7:30 am to 3:30 pm, Monday through Friday of the school year
- Maintain a classroom learning environment that showcases and promotes student learning
- Communicate via a weekly newsletter that shares about current and upcoming learning and events, if needed
- Supervise during specified student breaks (recess or lunch) Mass and assemblies
- Be well prepared for class
- Keep curriculum guides up-to-date
- Maintain accurate attendance records
- Attend all faculty meetings, in-service days, retreat days, Parent-Teacher Conferences, Back to School Night, Graduation and other after school events when requested by the Principal
- Notify the Principal of any serious and /or chronic learning, behavior or safety concerns Take the initiative in calling, and setting up appointments with parents regarding the progress of their child
- Assess students in a fair, accurate, and equitable manner following due dates and using the electronic grading program
- Return calls, emails, and other correspondence with parents within a 48-hour period
- Be knowledgeable of the Faculty Handbook, the Parent Student Handbook, and the Archdiocesan Administrative Handbook.
- Carry out duties in a responsible manner regarding curriculum, co-curricular activities, safety, and other assigned tasks
- Adhere to all policies regarding:
 - Credentials
 - Catechist Certification
 - Contractual agreements
- Learn to use new technology and incorporate it in teaching and related duties
- With permission of Principal, plan and organize field trips
- Keep classroom tidy and organized, take care of it as if it were your own, notify office of maintenance concerns, and put everything away at end of year
- Manage distribution, care, and collection of textbooks and other classroom materials
- If you have an assistant, work cooperatively with the assistant and evaluate them at the end of the year
- Participate in carpool, recess, and other duties as assigned
- Enforce the dress code
- Follow agreed-upon curriculum guidelines
- Perform other duties as assigned

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to perform the job.

Qualified applicants should submit their cover letter, resume, letters of recommendation (1 from recent supervisors preferred), and contact information for 3 professional references to careers@holyfamily.org.