



## Job Profile

Job Title:	Long-Term Substitute Teacher
Department:	Technology
Reports to:	Principal
Date:	1/17/23
Pay rate:	\$27.50 per hour

### General Summary

*What is the primary purpose of this position?*

The Long-Term Substitute Teacher for Technology at St. Francis Catholic High School is responsible for teaching high school students in Technology for a limited term, specifically for Computer Science and Computer Programming, including AP level classes. The Long-Term Substitute Teacher in Technology helps to facilitate student understanding of technology, by mastering skills of locating, analyzing, and creatively communicating information effectively and helps prepare students to become independent users of technology, for academic and artistic purposes. The person in this role will be a passionate educator who is deeply committed to Catholic, faith-based education and student success. The person in this role is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento, and to adhere to the directives set by school administration. This is a temporary, hourly position, expected for the month of February.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

- Administering school curriculum consistent with school mission and objectives;
- Administering curriculum that aligns with College Board standards for AP courses;
- Promoting a classroom environment that is safe and conducive to student learning;
- Successfully fostering and supporting an inclusive educational environment;
- Ensuring that student conduct conforms with the school's standards and policies, and maintains standards needed to achieve a functional learning atmosphere in the classroom;
- Coordinating with other staff members to evaluate and assess curriculum;
- Maintaining a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by school procedures and applicable laws;
- Providing student feedback and communicating effectively with students and families as appropriate;
- Attending FEP/SST meetings as appropriate;
- Participating in general homeroom and supervision duties;



## Job Profile

- Attending employee meetings, department meetings, collaboration meetings, staff meetings, liturgies, masses, assemblies, and school events;
- Complying with established safety guidelines and participating in safety training.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

Education:

Bachelor's Degree Required, Single Subject Teaching Credential and/or Master's Degree preferred.

Job experience:

Experience teaching Technology at the high school or college level, experience teaching in Catholic education preferred.

Technical/Functional skills:

- Desire to serve in the vocation of Catholic education;
- Ability to teach grade levels 9-12;
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students;
- Excellent written and verbal communication skills;
- Proficiency in Chromebook usage and applications and using technology to enhance teaching practices;
- Maintains confidentiality and professional ethics;
- Complies with guidelines established for safety training.

Other Requirements:

- Other duties may be required as needed.

Employee Signature:

Supervisor Signature:

HR Signature: