



Job Profile

Job Title:	Long-Term Substitute Teacher
Department:	Social Studies
Reports to:	Principal
Date:	6/5/24

General Summary

What is the primary purpose of this position?

The Social Studies Long-Term Substitute Teacher is responsible for teaching high school students in Social Studies for two classes of AP World History. The Social Studies Long-Term Substitute Teacher will be a passionate educator who is deeply committed to Catholic, faith-based education and student success. The teacher is a subject matter expert that knows how to build a positive classroom culture focused on learning, uses student learning data to drive his or her work, and delivers engaging rigorous instruction. The teacher 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 position is a part-time, temporary position, anticipated to be September 2024 - February 2025.

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.

- Implement curricula and academic interventions that meet grade-level standards;
- Design and implement assessments that measure students' progress towards grade-level standards;
- Use student assessment data to refine curriculum and inform instructional practices;
- Communicate effectively with students, families, and colleagues;
- Create a positive, achievement-oriented and structured learning environment that excites and invests students;
- Foster and support an inclusive educational environment;
- Collaborate with teachers and leaders to improve instructional, culture-building and leadership skills;
- Maintain grading records, record daily attendance, and complete all required record keeping as designated by administration, and,
- Attend and fully engage in all required professional development, staff meetings, liturgies, and school events.

Job Specifications/Requirements

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

Education:



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Bachelor's Degree required, Single Subject Teaching Credential and/or Master's Degree preferred. AP certification preferred.

Job experience:

Experience teaching Social Studies at the high school or college level. Experience teaching AP coursework preferred. Experience teaching in Catholic education preferred.

Technical/Functional skills:

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students
- Experience with Professional Learning Communities or collaborating as part of a team
- Excellent written and verbal communication skills
- Proficiency in Chromebook usage and applications and in integrating technology into the curriculum
- Maintains confidentiality and professional ethics
- Complies with guidelines established for safety training
- Understanding of AP (College Board) level requirements

Other Requirements:

- Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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