

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Sacred Heart Parish School

POSITION: substitute Teacher

CATEGORY: Non-Exempt

POSITION STATUS: Hourly/as needed

SUPERVISOR: Principal

JOB SUMMARY: The schoolteacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. In the regular teacher's absence, the substitute teacher is accountable to the principal and expected to provide education to the grades and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of Sacred Heart Parish School and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: In the absence of the regular teacher, the substitute teacher establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students under the direction of the classroom teacher and using considerable judgment.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, leads daily prayer, plans and participates in school liturgies
- Maintains effective classroom management and cultivates an atmosphere conducive to learning
- Implements planned instruction carefully and effectively as set forth by classroom teacher
- Organizes and prepares resources for students
- Incorporates technology into the learning environment within the classroom
- Teaches assigned subjects and assists students as needed
- Evaluates and grades students' work
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with classroom teacher, principal, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each child as assigned
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal

Record Keeping Responsibilities:

- Maintains detailed notes and records for classroom teacher
- Records daily attendance of students
- Completes all required forms and reports as designated by administration

Meeting Responsibilities:

Other Responsibilities as designated by the principal:

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree with teaching credentials (minimum substitute credential), or Bachelor's degree with seven years as a full-time teacher in the Diocese of Sacramento, or Master's degree with five years as a full-time teacher in the Diocese of Sacramento, or Doctoral degree with three years as a full-time teacher in the Diocese of Sacramento

Experience: Previous instructional experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Sacred Heart Parish School mission
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in technology
- Displays proficiency in iPad usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE