Diocese of Sacramento
JOB DESCRIPTION

DEPARTMENT: St. Mary School	**POSITION: Substitute Teacher**
CATEGORY: Non-Exempt	**POSITION STATUS: Occasional Part-Time**

SUPERVISOR: Principal

JOB SUMMARY: The Substitute Teacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. 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 St. Mary School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The Substitute Teacher establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgement.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, leads daily prayer, plans and participates in school liturgies
- Provide classroom instruction and supervision in accordance with lesson plans and directions provided by the regular classroom teacher.
- Maintain a safe, organized, and positive classroom environment.
- Implement classroom routines, procedures, and behavior expectations.
- Engage students in meaningful learning activities and encourage active participation.
- Supervise students during classroom activities, transitions, recess, lunch, and other assigned duties.
- Communicate relevant classroom information, student concerns, and daily activities to the regular classroom teacher and school administration.
- Follow all school policies, procedures, and student safety guidelines.
- Support the mission and values of St. Mary Parish School by fostering a welcoming, respectful, and faith-filled learning environment.

QUALIFICATIONS:

- Bachelor's degree preferred; teaching credential or prior classroom experience preferred.
- Experience working with children in an educational or youth-focused setting.
- Strong classroom management, communication, and organizational skills.
- Ability to adapt to different grade levels, classroom environments, and teaching assignments.
- Dependable, flexible, and comfortable responding to occasional short-notice assignments.
- Commitment to supporting the mission and Catholic identity of St. Mary Parish School.
- Ability to meet all diocesan and school requirements for employment, including fingerprint clearance, Safe Environment training, and mandated reporter training.