



**MOTHER
McAULEY**
Liberal Arts High School

POSITION POSTING

COORDINATOR of SUBSTITUTE TEACHERS
PART-TIME

November 16 – May 31, 2019

Mother McAuley Liberal Arts High School, sponsored by the Mercy Education System of the Americas, a Catholic college preparatory, all female high school, located on the southwest side of Chicago, seeks to fill a **part-time staff position for a Coordinator of Substitute Teachers**. The position will have the responsibility of assigning class coverage for teachers who are absent due to illness or the need for personal time, attendance at workshops/conferences, field trips or when directing school-wide programs. Hours for this position are MTWRF 6:30 a.m. – 8:30 a.m. with the possibility of working remotely each day from home once training is complete. Minimum requirement: high school diploma with demonstrated success in previous office work with proficiencies in Microsoft Office and Excel. Interested candidates should forward their resume to:

Attention: Judy Porch
jporch@mothermcauley.org
Mother McAuley High School
3737 West 99th Street
Chicago, IL 60655
Fax: 773-881-6562

Mother McAuley is an equal opportunity employer.
Resumes will be accepted until the position is filled.