



## Substitute Teacher

Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross Tradition, is seeking Substitute Teachers. The chosen candidates will be hired to begin employment at Cathedral during the 2020-2021 school year. Please submit all applications with a cover letter and resume to Beth Ernst, Human Resource Generalist at [careers@gocathedral.com](mailto:careers@gocathedral.com).

Applications are being reviewed now.

### Job Summary

Successful candidates are friendly and competent professionals with interest in education. Your duties will include managing classroom activities, taking and reporting attendance, engaging with students, and becoming a part of the Cathedral family. To excel in this role, you should have in-depth knowledge of effective teaching practices that ensure learning in a comfortable and meaningful experience. Our ideal candidate has excellent interpersonal and organizational skills, with a strong command of the English language. Fluency in other languages is a plus! Candidates must be flexible in their availability.

### Responsibilities

- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Follow procedures and achieve lesson goals.
- Assign and explain homework.
- Oversee students outside of the classroom including in the hallways and cafeteria.
- Comply with all school regulations and policies at all times.
- Take attendance and document daily notes.
- Ensure classroom and work is kept clean and orderly.
- Oversee the normal classroom rhythms and activities.

### Educational and Experience Requirements

- Associates Degree or at least two completed years of college coursework.
- Bachelor's degree in Teaching is preferred.
- Must be detail oriented and able to follow written and verbal instructions.
- Excellent communication and interpersonal skills.

### Compensation:

- Substitute teachers will be paid \$70 for a full day and \$35 for a half day of teaching.

\*The health and safety of our employees is very important to us. Cathedral High School is dedicated to following the most current CDC and local health department guidelines.