



Position Posting: Substitute Teacher

Background Information: Mother McAuley Liberal Arts High School, sponsored by the Mercy Education System of the Americas, is a Catholic college preparatory, all-girls high school, located on the southwest side of Chicago. With a balanced vision of academic excellence, cultural wealth in the liberal arts, athletic achievement, and a strong spiritual life, Mother McAuley is a place young women grow as compassionate, responsible, and productive Christian leaders. It is through our innovative liberal arts and college-preparatory program that students are equipped with the knowledge, skills, and confidence they will need to meet the demands of a fast-changing world as decision makers and leaders guided by strong Mercy values. *As such, we seek professionals who are committed and capable to fulfill this incredible mission.*

Position Summary: The Substitute Teacher is responsible for implementing substitute lesson plans for assigned courses when the regular teacher is out, assumes supervisory responsibilities, contributes to the efficient orderly operation of the school and upholds the mission and philosophy of the school. This is an on-call, part-time position and therefore the schedule will vary based on need.

Essential Duties:

- Carries out substitute lesson plans for all assigned courses
- Reports promptly to the classroom or duty and demonstrates active supervisory behavior throughout the entire assigned period by walking around the room and keeping students silent and/or focused on their work/activity
- Submits regular attendance
- Provides feedback to the regular classroom teacher for a substitute assignment
- Abides by policies and procedures as stated in the faculty handbook
- Collects completed assignments at the end of class and returns them at the end of the day to the Coordinator of Substitutes as well as asking her any questions and relaying any problems
- Maintains discipline in the classroom, actively enforces all school disciplinary policies throughout the campus, treats all students with respect, and communicates with the administration regarding potential problems
- Communicates behavior concerns to the dean
- Maintains positive, constructive, professional attitudes and relationships with students, faculty, staff and administration
- Follows emergency procedures, which are posted in the classroom and listed in the faculty handbook.

Education/Experience Required:

- Bachelor's Degree
- Teaching or substituting teaching experience preferred
- Demonstrates excellent communication and organizational skills
- Exhibits collaborative, engaging, and relational skillset
- Proficient in position-related technology

Contact:

Eileen O'Reilly, Principal
eoreilly@mothermcauley.org

Application Instructions: Candidates should send a cover letter and resume with the position title in the subject line

Additional Information: Many opportunities to be involved in extra-curricular activities such as club moderator and coaching are also available. Participation in these activities is strongly encouraged and welcomed.

*Mother McAuley is an equal opportunity employer and will consider all applicants equally.
Resumes will be accepted until the position is filled.*