



Position Description

Long-Term Substitute English Teacher

Mission Statement: Oakland Catholic High School is a Christ-centered, college preparatory school for young women of diverse backgrounds. The Oakland Catholic community is committed to an environment that promotes spiritual formation, excellence in education, a wide range of activities and athletics, and service to others. Formed under the patronage of St. Joan of Arc, Oakland Catholic is dedicated to teaching young women to lead lives of faith, courage and commitment as they lay the foundation for their future as responsible and respected global leaders.

Status: Long-term substitute position for the 2022-2023 school year

Reports to: Principal

Minimum Qualifications: Candidates must have a PA certification in English 7-12. A Master's degree and 3-5 years of experience are preferred. Candidates must also have a strong understanding and demonstration of innovative technology skills. Skills must include, but are not limited to, familiarity with integrating technology in planning, communication, and assignments, current clearances to work within a Catholic school in the Diocese of Pittsburgh; a commitment to Catholic education and a clear understanding of the expectations of all constituents in a college-preparatory high school setting such as Oakland Catholic High School. Ideally, the candidate will demonstrate a genuine willingness to grow within the role and actively pursue professional growth opportunities and ways to enhance the English Department.

Responsibilities/Requirements:

- Excellent written and oral communication skills and a passion for the field of English and Literature.
- Ability to oversee long term research assignments over the course of a year.
- Ability to design classroom instruction collaboratively.
- Delivery of appropriate feedback on assignments in a timely manner.
- Creating a classroom environment conducive to student-centered discussion and learning.
- Desire to explore content within a global perspective.

Working Conditions

- Position is a full-time position at Oakland Catholic High School that will require limited evening and weekend duties for school events and as outlined within the Union contract.
- Classroom provided, with equipment needed to perform job. School-owned laptop also provided for work purposes.
- Commitment from the school to enhance and support the English Department.