



National Blue Ribbon School
since 2012

Substitute Teacher Job Description

Full Time or Part Time: **Part Time**

Pay: **\$100 per day**

Hours per week: M-F — on call

Immaculata is seeking a qualified long-term substitute teacher for the 22-23 academic year. Candidates with experience in education and/or supervising children are preferred. Days and hours will vary based on need (M-F, 7:30 am-3:30 pm). **Applicants should send a detailed resume and personalized cover letter for consideration.**

Key responsibilities / day-to-day job functions

- Assume teaching duties for classroom aides and lead teachers during teacher absences including:
- Supervising and managing a classroom of students from PK to 8th grade to keep students safe and maintain a positive learning environment.
- Executing lesson plans left by a teacher.
- Performing supervisory duties around campus of faculty and staff (lunch monitoring, carline duty, etc.)
- Collaborating with faculty and staff in the building to support all students as a team

Minimum Requirements

- Minimum level of Education: Associate (Preferred)
- Minimum amount of Work Experience: 1 years
- Years of related work experience: 1 years
- Area of related work experience: Teaching in K-12 Education

Send resume and letter of interest to **Hiring Director, Kathy Badillo** badillok@icdurham.org