

## **St. Mary's Academy Employment Posting**

### **Job Position: Middle School Social Studies Substitute Teacher**

#### **St. Mary's Academy Overview:**

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal-opportunity employer.

#### **Job Description:**

St. Mary's Academy is seeking a long-term Middle School Social Studies substitute teacher. This full-time position begins on or around March 1 and concludes at the end of the academic year on June 5. The position consists of three to 4 classes per day as well as serving as a student advisor. The ideal candidate should have strong academic training and expertise in social studies. Support will be provided in developing robust lesson plans.

#### **Major Duties and Responsibilities:**

- Plan, prepare and deliver instructional activities that facilitate active learning experiences;
- Establish and communicate clear objectives for all learning activities;
- Observe and evaluate student's performance and development;
- Assign and grade class work, homework, tests and assignments;
- Provide appropriate and timely feedback on work;
- Encourage and monitor the progress of individual students;
- Maintain accurate and complete records of students' progress and development;
- Manage student behavior in the classroom by establishing appropriate rules and procedures;
- Participate in department and school meetings, parent meetings;
- Communicate regularly with students, colleagues and parents regarding student progress and student needs;
- Other tasks as assigned;
- Adhere to and support the mission of St. Mary's Academy.

All teachers are also responsible for a variety of duties and tasks throughout the day; the principal will make these assignments and share them with the faculty. These tasks and assignments change as the needs of the community are determined.

**Qualifications/Requirements:**

Education and qualifications should include the following:

- Bachelor's degree in history or a related area
- An understanding of and appreciation for the developmental needs of young adolescents
- Willingness to build and maintain collaborative relationships with colleagues and parents
- Commitment to employing a positive, growth mindset to teaching
- A sense of resonance with St. Mary's Academy's mission and Loretto values
- Respect for all faith perspectives

**Salary/Benefits:**

The salary for this substitute teaching position is \$160 per day.

**How to Apply:**

Interested candidates should send a cover letter and resume to Lyndal Brookhart, Director of Human Resources, at [lbrookhart@smanet.org](mailto:lbrookhart@smanet.org). No calls, please.