

**St. Mary's Academy  
Employment Posting for Faculty**

**Job Position: Grade 2 Long-Term 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 are 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 Lower School long-term substitute teacher for the second semester of the school year in Grade 2. This is a full-time position beginning January 6 through June 4, 2025. The ideal candidate will bring 5+ years of elementary teaching experience and hold a Colorado Professional Teaching License. This individual will collaborate with team members, and support the organization by planning, organizing, and implementing an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential. This individual will also use technology to deliver and support both in-person instruction and distance learning.

Through regular conversations with their division principal and colleagues, St. Mary's Academy teachers learn and understand their job responsibilities. It has been a hallmark of teachers throughout the history of SMA that their work goes beyond the classroom and includes not only the academic preparation of the student but also the emotional, social, and spiritual development of students. Additionally, teachers at St. Mary's Academy are enthusiastic and energetic and they find support for new ideas. This enthusiasm is encouraged and applauded at SMA. Additionally, faculty members at St. Mary's Academy are a supportive group. One does not have to look far to find a helping hand.

**Major Duties and Responsibilities:**

- Plan, prepare, and deliver instructional activities that facilitate active learning experiences;
- Develop schemes of work and lesson plans;
- Establish and communicate clear objectives for all learning activities;
- Prepare the classroom for class activities;

- Provide a variety of learning materials and resources for use in educational activities;
- Identify and select different instructional resources and methods to meet students' varying needs;
- Instruct and monitor students in the use of learning materials and equipment;
- Use relevant technology to support instruction;
- Observe and evaluate student's performance and development;
- Assign and grade classwork, homework, tests, and assignments;
- Provide appropriate feedback on work;
- Encourage and monitor the progress of individual students;
- Maintain accurate and complete records of student's progress and development;
- Prepare required reports on students and activities;
- Manage student behavior in the classroom by establishing appropriate rules and procedures;
- Perform certain pastoral duties including student support, counseling students with academic problems, and providing student encouragement;
- Participate in co-curricular and extracurricular activities such as social events, sporting events, clubs, overnight trips, community service, and other school community activities;
- Participate in department and school meetings, parent meetings;
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs;
- Keep updated with developments in the subject area, teaching resources, and methods and make relevant changes to instructional plans and activities;

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
- A Master's degree or teaching certification is strongly preferred
- Expertise or knowledge in enVision math and Superkids literacy is desirable
- 3+ years of teaching experience bringing grounded knowledge of best practices
- 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 the St. Mary's Academy mission.

### **Salary/Benefits:**

In general, the salary for this full-time, long-term substitute position is \$185.00 per day. A higher rate of compensation will be considered for candidates with five or more years of elementary teaching experience as a classroom teacher and who hold a Colorado Professional Teaching License.

### **How to Apply:**

Interested candidates should send a cover letter, and resume to Karen Smith at [ksmith@smanet.org](mailto:ksmith@smanet.org). No calls, please.