



SUBSTITUTE TEACHER

POSITION

Saint Thomas Academy is seeking individuals as full-day and half-day Substitute Teachers, grades 6-12, for the 2026-27 school year.

JOB DESCRIPTION

Substitute Teachers are needed to be on-call for advanced or short notice classroom coverage positions. A substitute may be contacted in advance, the night before, or the morning of a position. A position may be a full-day or half-day, full-day runs from 7:45 am – 2:50 pm.

REPRESENTATIVE RESPONSIBILITIES

- Follow lesson plans developed by the classroom teacher in the Middle School or High School
- Effectively manage the classroom to maintain an environment conducive to learning
- Communicate with the classroom teacher via email or notes
- Provide support with additional duties as assigned by the School Administrator or Substitute Coordinator

Reasonable accommodations may be made to enable individuals with disabilities to perform the representative responsibilities

GENERAL RESPONSIBILITIES

- Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal.
- While it is not required in this position for the employee to be a member of the Roman Catholic Church, it is expected that all employees will respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of employees not of the Roman Catholic faith will similarly be provided.
- In support of the mission and goals of Saint Thomas Academy, employees will follow all school policies and procedures.
- All employees will support Saint Thomas Academy and the St. Paul/Minneapolis Archdiocese's mission and goals by actively articulating them to the Academy's constituents and the wider community.

JOB QUALIFICATIONS

- Undergraduate or graduate degree
- Previous middle or high school teaching experience preferred
- General knowledge of several subjects; concentration in Language Arts, Mathematics, Science, Social Studies, or World Language is a plus
- Willingness to learn appropriate technology
- Flexibility

OTHER QUALIFICATIONS

- Ability to communicate effectively both verbally and in writing with students, colleagues, and administrators
- Ability to work independently or as a team, exercising reasonable judgement, in a fast-paced, multi-task environment with minimal supervision
- Ability to work effectively under pressure and demonstrate problem-solving skills, while maintaining courtesy, professionalism, and a customer service attitude
- Ability to maintain effective classroom management strategies
- Proficiency in all related computer applications, including Microsoft Office programs, email, internet, and Google Drive/Docs

Pay Rate: \$150 per day

Benefits: This on-call position is not eligible for medical, dental or retirement benefits. Substitute Teachers are eligible for free school lunch on working days.

TO APPLY

Qualified candidates should send a cover letter and resume to:

Human Resources, Saint Thomas Academy, via email at HR@cadets.com or mail to 949 Mendota Heights Road, Mendota Heights, MN 55120