



ST. ANN'S CATHOLIC SCHOOL

FAITH, KNOWLEDGE AND CHARACTER

SUBSTITUTE TEACHER

Position Information

Position Title: Substitute Teacher

FLSA Classification: Non-Exempt

Employment Status: Temporary, As Needed

Supervisor: Principal, Associate Principal, Vice Principal, or Designee

Benefits Eligibility: Not eligible for benefits.

Position Summary

The Substitute Teacher provides instructional and classroom supervision services in the absence of the regular classroom teacher. The Substitute Teacher is responsible for maintaining a safe, orderly, and productive learning environment while implementing lesson plans and instructional activities provided by the regular teacher or administration.

The Substitute Teacher supports the mission of St. Ann's Catholic School by fostering a positive learning environment that promotes student growth in faith, knowledge, and character while ensuring continuity of instruction and classroom operations.

Essential Duties & Responsibilities

Classroom Instruction

- Implement lesson plans and instructional activities provided by the classroom teacher.
- Provide instruction and guidance to students in accordance with teacher plans and school expectations.
- Facilitate learning activities and assignments.
- Utilize instructional materials and technology as directed.
- Adapt appropriately to varying grade levels and subject areas.

Classroom Management

- Maintain a positive, orderly, and respectful classroom environment.
- Enforce school and classroom rules consistently.
- Promote appropriate student behavior and accountability.
- Address minor disciplinary concerns and refer significant concerns to administration.
- Foster an environment conducive to learning.

Student Supervision

- Supervise students during instructional periods and assigned duties.
- Monitor student safety and well-being at all times.
- Supervise students during transitions, lunch, recess, assemblies, Mass, and other activities as assigned.
- Ensure students follow school policies and procedures.

Communication & Documentation

- Maintain communication with administration regarding classroom needs or concerns.
- Leave written notes for the regular teacher regarding:
 - Lesson completion
 - Student behavior
 - Attendance concerns
 - Significant events or incidents
- Report accidents, injuries, safety concerns, or disciplinary issues promptly.

School Operations

- Follow all school policies and procedures.
- Adhere to emergency procedures and safety protocols.
- Attend substitute orientation or training sessions as required.
- Maintain professionalism in interactions with students, families, faculty, staff, and visitors.

Faith & Mission Support

- Support the Catholic identity and mission of the school.
- Model Christian values and appropriate conduct.
- Participate respectfully in school prayer, liturgies, and religious activities when applicable.
- Foster a respectful and faith-filled environment.

Administrative Support

- Follow directions provided by administration and faculty.
- Assist with school operations as needed during assignments.
- Perform other duties reasonably assigned by administration during the substitute assignment.

Qualifications**Preferred Qualifications**

- High school diploma required.
- Associate's degree or bachelor's degree preferred.
- Previous teaching, substitute teaching, childcare, tutoring, coaching, or youth leadership experience preferred.
- Experience working with children and adolescents preferred.
- Teaching certification preferred but not required.

Knowledge, Skills & Abilities

- Ability to supervise students effectively.
- Strong communication and interpersonal skills.
- Ability to maintain classroom order and structure.
- Ability to adapt to varying classroom environments.
- Ability to maintain confidentiality and professionalism.
- Ability to follow lesson plans and administrative directions.
- Strong organizational and problem-solving skills.

Compensation

Compensation shall be paid according to the substitute pay schedule approved by St. Ann's Catholic School and outlined in the substitute employment agreement.

Employment Classification

FLSA Classification: Non-Exempt

Employment Status: Temporary, As Needed

Substitute teaching assignments are on an as-needed basis and do not guarantee any minimum number of workdays or hours.

Essential Functions

The employee must be able to:

- Supervise and instruct students.
- Follow lesson plans and school procedures.
- Communicate effectively with students and staff.
- Maintain classroom order and student safety.
- Exercise sound judgment and professional discretion.
- Maintain regular and reliable attendance for accepted assignments.

Physical Requirements

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

The employee may be required to:

- Sit, stand, walk, bend, stoop, kneel, and reach throughout the workday.
- Supervise students in classrooms, playgrounds, cafeterias, gyms, and other school settings.
- Lift and carry instructional materials weighing up to 25 pounds.
- Use computers, instructional technology, and office equipment.
- Respond appropriately during emergencies.

Catholic Mission Commitment

As a ministry of the Catholic Church, St. Ann's Catholic School exists to form students in **faith, knowledge, and character**. Substitute Teachers are expected to support the mission of the school, demonstrate professionalism, and contribute to a respectful, safe, and faith-filled learning environment that reflects the values of Catholic education.

Additional Expectations

The employee shall:

- Support and uphold the mission, philosophy, and values of St. Ann's Catholic School and the Diocese of San Angelo.
- Maintain professionalism and confidentiality regarding student, family, employee, and school matters.
- Complete required trainings and certifications, including Safe Environment requirements, prior to serving as a substitute.
- Follow all school, diocesan, state, and federal policies and regulations.
- Demonstrate flexibility, dependability, and professionalism.
- Serve as a positive role model for students.
- Perform other duties as assigned by the Principal, Associate Principal, Vice Principal, or designee.