



Substitute Job Description

POSITION SUMMARY: The Substitute Teacher provides instructional and supervisory support in the absence of a regular faculty or staff member. Depending on the assignment, the Substitute Teacher may serve as a substitute for a homeroom teacher, special area teacher, or teacher assistant. The Substitute Teacher is responsible for following provided lesson plans and school procedures, maintaining a positive and orderly learning environment, supervising students, and supporting the academic, social, and spiritual mission of the school.

REPORTS TO: Principal and Assistant Principal

EXPECTATIONS & RESPONSIBILITIES

- Follow lesson plans, schedules, classroom procedures, and instructional materials provided by the regular teacher or staff member.
- Provide appropriate instruction and learning activities that align with the school's curriculum, Catholic teachings, and the plans established by the regular teacher.
- In the absence of a homeroom or special area teacher, provide instruction and supervision appropriate to the assigned class or subject area.
- In the absence of a teacher assistant, support the classroom teacher and students through instructional assistance, supervision, and other responsibilities outlined by the classroom teacher.
- Maintain a positive, orderly, and respectful learning environment conducive to student learning.
- Supervise students during instructional time, transitions, lunch periods, recess, and other school activities to ensure their safety and well-being.
- Support individual students and small groups as appropriate, including providing assistance with assigned academic work, remediation, or enrichment activities.
- Follow established classroom and school procedures for classroom management and student behavior, seeking assistance from school administration when needed.
- Foster a nurturing, inclusive classroom culture that promotes respect, cooperation, responsibility, and Catholic values.
- Assist students in following established routines, expectations, and school policies.
- Communicate appropriately and professionally with students, faculty, staff, and school administration regarding classroom activities, student needs, and concerns.
- Exercise appropriate discretion and the sensitivity needed to discuss confidential information for any reason other than those necessitated by assigned responsibilities.
- Maintain confidentiality and professionalism in all interactions with students, parents, and staff members.
- Complete appropriate clerical or organizational tasks associated with the assignment, such as recording attendance, collecting assignments, or organizing instructional materials.
- Leave appropriate notes or feedback for the regular teacher or staff member regarding the day's activities, student concerns, or other relevant information.
- Contribute to the overall mission and goals of the Catholic school community through active participation in the life of the school.

- Perform other duties as assigned by the school administration.

TERM OF ASSIGNMENT:

This is an hourly, temporary position. Scheduling procedures will be communicated at the time of hire, and assignments will be determined by the school administration on an as needed basis through the school year. Substitute assignments may vary in length and may include homeroom, special area, or teacher assistant positions.

ACKNOWLEDGMENT

I verify that I have received and reviewed this job description. I understand that it serves as a general outline of duties and expectations. Responsibilities may be modified as needed by the school administration.

TO APPLY:

Send [completed application](#) to Anna Owens, Assistant Principal, at akowens@stannschool.net.