



JOB DESCRIPTION

LONG-TERM SUBSTITUTE TEACHER, LOWER SCHOOL

St. Bernard Academy (Nashville, TN) is seeking applicants for a long-term substitute teacher for Lower School. The position includes teaching second grade. The anticipated start date for this position is February 16, 2027 and ending May 28, 2027.

POSITION REQUIREMENTS

Candidates will be expected to have an undergraduate degree and should be Catholic given this grade level will receive the sacraments. Experience working with elementary school students is preferred. Candidates should also have a commitment to academic excellence, enthusiasm for teaching within a diverse community of learners, effective classroom management, strong communication skills, and a willingness to collaborate with others.

RESPONSIBILITIES WILL INCLUDE:

- Daily hours of 7:30am - 3:30pm
- Carry out lesson plans (provided by SBA)
- Maintain grade and attendance records
- Supervision of student behavior
- Professional interactions with colleagues, students and parents
- Work collaboratively with 2nd level teaching team as well as student services department
- Communication with families regarding student progress and performance

STATEMENT OF BELONGING AND HOSPITALITY

As an academic institution founded by the Sisters of Mercy and rooted in the Catholic faith, St. Bernard Academy affirms the inherent dignity and





J O B D E S C R I P T I O N

worth of all people. True to our mission and Mercy values, guided by the Gospel and love of the Lord, we cultivate inclusivity and foster diversity that supports human well-being. We denounce all acts of discrimination and seek to build an equitable environment where all can thrive and experience belonging. SBA encourages our school community to be advocates for justice, to break barriers and build relationships, to demonstrate empathy and compassion, and to develop an enduring curiosity about and commitment to the surrounding world. Strengthened by faith, we are empowered to take Mercy into our interconnected world and actively serve the needs of others with a spirit of hospitality.

Applicants should submit a letter of introduction and résumé to the Lower School Head at lwheelock@stbernard.org.

