ST. MARY'S ACADEMY

WE CHANGE THE GAME FOR GIRLS.

LONG TERM SUB/CERAMICS and DRAWING

REPORTS TO	Ellie Gilbert
FLSA STATUS	Exempt
JOB STATUS	Regular, full-time January 12- through the semester

MISSION STATEMENT

St. Mary's Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community and educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

SUMMARY

St. Mary's Academy seeks a dynamic, student-centered Long-Term Substitute Teacher to teach multiple sections of Beginning and Advanced Ceramics and one section of Beginning and Advanced Drawing during an extended faculty leave. The successful candidate will create a supportive and engaging studio environment where students develop technical skills, creative confidence, artistic voice, and an appreciation for the visual arts. The Art teacher will also act as a Teacher Advisor for a sophomore advisory group. This educator will build upon established curriculum while fostering creativity, critical thinking, and artistic exploration consistent with St. Mary's mission and commitment to educating the whole person.

KEY RESPONSIBILITIES

- Teach assigned sections of Ceramics and one section of Drawing using established course curriculum and learning objectives
- Teacher Advisor: Foster mentorship and personal connection for a sophomore advisory group
- Plan and deliver engaging lessons that support student artistic growth and skill development
- Foster a safe, inclusive, and well-managed studio environment that prioritizes student learning and safety
- Demonstrate and teach ceramic and drawing techniques appropriate to students' skill levels
- Assess student work and provide timely, constructive feedback
- Maintain accurate attendance, grades, and student records
- Monitor and maintain art supplies, equipment, and studio materials
- Communicate professionally with students, parents, and school personnel regarding student progress and needs
- Collaborate with the Visual Arts Department and school colleagues as appropriate
- Uphold the mission, values, and community standards of St. Mary's Academy

MINIMUM QUALIFICATIONS

- Bachelor's degree in Art, Art Education, Fine Arts, or a related field
- Experience teaching or working with high school-age students
- Demonstrated knowledge of ceramics techniques, and drawing instruction
- Ability to demonstrate lessons on ceramic techniques, including hand-building, wheel throwing, glazing, and firing.
- Ability to demonstrate lessons on drawing techniques, including mark-making, perspective, gesture, and portraiture work using media such as graphite, charcoal, ink, and colored pencils.
- Ability to manage a classroom with multiple curriculums running simultaneously and maintain a productive learning environment
- Strong communication and organizational skills
- Commitment to supporting the academic and personal growth of young women
- Ability to successfully complete all required background checks

PREFERRED QUALICATIONS

- Oregon teaching license or enrollment in a teacher preparation program
- Experience teaching high school visual arts courses

- Experience working in a Catholic school or mission-driven educational environment
- Knowledge of kiln operation and ceramic studio safety procedures
- Experience differentiating instruction to meet diverse student learning needs

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to inspire creativity, collaboration, and artistic risk-taking
- Strong studio management and organizational skills
- Knowledge of safe practices for ceramics equipment, tools, and materials
- Ability to provide meaningful feedback that supports student growth
- Proficiency with classroom technology and learning management systems
- Ability to build positive relationships with students, families, and colleagues
- Commitment to fostering an inclusive and respectful learning environment
- Flexibility and adaptability in a temporary teaching assignment

The position includes responsibility for maintaining a safe and organized ceramics studio, including oversight of equipment, materials, and kiln use in accordance with established department procedures.

SALARY AND BENEFITS

Salary commensurate with qualifications and experience. This is a full-time, long-term sub position.

St. Mary's Academy is proud to offer comprehensive benefits to our eligible employees:

- Medical, dental and vision coverage at no cost to employee only
- Vacation and sick leave
- Holiday pay
- Paid jury duty
- Paid bereavement leave
- Life insurance
- Tuition remission for your daughter to attend St. Mary's Academy
- Employee Assistance Program

HOW TO APPLY

Position is open until filled. Qualified applicants are invited to submit their resume, portfolio of personal and/or student work, cover letter, three professional references and salary expectations to Ellie Gilbert at ellie.gilbert@smapdx.org. No phone calls please.

Applications will be reviewed immediately.

St. Mary's is an equal opportunity employer.