Position Title: English Department – Long Term Substitute Teacher

Position Summary:
Villa Joseph Marie High School is seeking a long-term substitute teacher in the English Department, starting in early December of 2026. The ideal candidate will inspire students to learn while working collaboratively with colleagues. He or she will embrace the school's mission to promote a holistic education that encourages both academic and personal excellence. He or she will be enthusiastic about teaching girls, have a familiarity with instructional technology, and enjoy working within a team setting of shared ideas and constructive feedback in a collaborative manner. Candidates must have a strong knowledge of their content area, be passionate about teaching, and be able to artfully relate concepts and principles to students' everyday lives. This position will report directly to the principal.

Key Responsibilities:
- Create and deliver engaging Language Arts curricula in a secondary school context
- Interest in teaching all levels from college prep to Honors – including Honors Literary Genre & Composition, Honors Worldview Literature & Language, and British Literature
- Reflect the school's mission and core values as a Catholic school founded by the Sisters of Saint Casimir
- Establish a culture of positive communication with students, colleagues, and parents
- Communicate effectively with diverse populations
- Create an inclusive classroom/work environment
- Engage in professional development opportunities to further develop inclusive teaching and leadership practices
- Demonstrate a collaborative mindset that seeks out opportunities to work as a part of a high-functioning team
- Commit to remaining current in educational research and pedagogy
- Conference with parents and respond to messages in a timely manner
- Demonstrate a willingness to respond to individual learning needs
- Develop varied assessment tools to perform both formative and summative assessment consistently and effectively evaluates student progress
- Practice a positive approach to classroom management
- Maintain current and accurate records
- Moderate a club and lead an advisory group
- Possesses strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents
- Collaborate well with colleagues on pedagogical approaches, curricular alignment and instructional strategies
- Encourage collaborative teamwork in the classroom, teaching students to communicate effectively and thoughtfully

- Invest in the life of the school by participating in department and faculty/staff meetings and any and all aspects that support the student experience

Qualifications include:

- A bachelor's degree in English, Literature, Writing, or related field, master's degree preferred
- 5+ years of teaching
- Demonstrated knowledge of subject content, curriculum, and methodology of effective teaching
- Skilled in the use of computer technology to enhance learning
- Effective communicator, both verbally and in writing, with colleagues and parents
- Enthusiastic interest in teaching, motivating, and mentoring high school students
- Independent school/girls' school experience preferred

Interested candidates should send a resume, cover letter, and statement of educational philosophy along with three professional references to Valerie Prucnal, Principal, at vprucnal@vjmhs.org.

Compensation/Requirements:

A competitive compensation package is provided based on experience and education. Must have the following clearances completed. All clearances will be reviewed prior to executing a contract.

- Pennsylvania Request for Criminal Record Check (Act 34)
- Pennsylvania Child Abuse Clearance History (Act 151)
- Pennsylvania Fingerprinting Services