Vacancy Posting: Substitute Teacher

The Ursuline School is a private, independent, Catholic, college preparatory girls' school serving grades 6–12 in New Rochelle, located just 20 miles north of Manhattan in a diverse suburban community. Founded in 1897 in the spirit of St. Angela Merici, the school is part of a global network of Ursuline educators spanning the United States and 36 countries and is accredited by the National Association of Independent Schools, New York State Association of Independent Schools, National Coalition of Girls Schools, and the New York State Board of Regents. Ursuline is known for its rigorous academic program, robust service opportunities, and commitment to educating the whole person.

Start Date: Immediate Vacancy
Position: Per Diem Substitute Teacher; Middle and High School (Grades 6–12)
Compensation: $120 per day

Responsibilities

- Provide appropriate classroom supervision to ensure a safe, respectful, and productive learning environment.
- Implement lesson plans provided by the classroom teacher to maintain continuity of instruction and promote student engagement.
- Record student attendance and maintain accurate classroom records as required.
- Establish and maintain appropriate classroom expectations and manage student behavior in accordance with school policies.
- Follow school safety protocols and implement emergency procedures as necessary.
- Communicate relevant classroom information and concerns to appropriate school personnel.
- Demonstrate sound professional judgment, discretion, and respect for student confidentiality.
- Serve as a positive role model for students and uphold the mission and values of The Ursuline School.

Qualifications

- Bachelor's degree required; degree in education or a related field preferred.
- New York State teaching certification preferred.
- Prior teaching or supervisory experience working with adolescents preferred.
- Strong classroom management, communication, and interpersonal skills.
- Ability to adapt to different classroom environments and instructional needs.
- Demonstrated professionalism, reliability, and sound judgment.

Interested Candidates should submit a cover letter and resume to: employment@ursulinenewrochelle.org

The Ursuline School is an equal employment opportunity employer committed to hiring faculty, administration and staff of diverse backgrounds. Our community promotes respect for individuals regardless of race, color, religion, national origin, sex, age, disability, or any other state or federally protected classification.

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