Job Description for Substitute Teacher at Resurrection College Prep High School

Job Title: Substitute Teacher

Job Type: Per Diem | Daily Rate: $113.50 per full day worked

Location: Resurrection College Prep High School; 7500 W. Talcott Avenue, Chicago, IL

Position Summary: Resurrection College Prep High School is seeking reliable and dedicated substitute teachers to support our students in the absence of regular classroom teachers. Substitute teachers are responsible for maintaining a positive, structured learning environment while delivering lesson plans and classroom expectations as provided.

Ideal candidates are enthusiastic about education, demonstrate strong classroom management skills, can effectively engage students in meaningful learning, and exhibit a commitment to the values of Catholic education and the Lasallian tradition. The ability to follow directions, uphold school policies, and foster a respectful and inclusive classroom culture is essential.

Key Responsibilities:

- Implement lesson plans and instructional activities provided by the regular classroom teacher; consult with the Assistant Principal or Principal if plans are not available.
- Maintain a respectful, clean, and orderly classroom environment in accordance with school procedures and expectations.
- Monitor and document student attendance, notable incidents, and any relevant student interactions.
- Uphold and enforce all school and classroom rules, policies, behavior norms, academic expectations, and procedures to ensure a consistent and safe learning environment.
- Ensure the safety and well-being of all students throughout the school day through effective supervision in all areas of the school (classrooms, hallways, lunchroom, etc.).
- Effectively engage with a diverse student population across various grade levels.
- Communicate clearly and professionally—both verbally and in writing—with students, faculty, administrators, and parents/guardians.
- Demonstrate professionalism, flexibility, and sound judgment.
- Support the Catholic mission and values of Resurrection College Prep High School.

- Utilize basic technology platforms (e.g., email, Google Classroom, PowerSchool) when necessary.

Required Qualifications:

- A minimum of a Bachelor's degree from an accredited institution.
- Willingness to undergo fingerprinting and background checks in compliance with Archdiocesan and Illinois State Board of Education standards

Preferred Qualifications:

- 1 to 3 years of teaching experience
- Valid substitute teaching license (Illinois or out-of-state teaching certification accepted)
- Bachelor's degree in education or a related field
- Familiarity with high school instructional technology platforms

Schedule Expectations:

Substitute teachers are expected to be on campus from **7:30 a.m. to 3:15 p.m.** on assigned days unless otherwise noted.

Working Conditions: The position requires frequent movement, standing, and the ability to lift up to 10 pounds. Candidates must be able to walk up and down stairs multiple times per day and respond quickly in the event of an emergency. Assignments may vary by subject or grade level.

Application Procedure:

Interested candidates should email the following materials to:

- **Ms. Christine McLaughlin** – *cmclaughlin@reshs.org*

Required Materials:

- Official college/university transcripts
- Current résumé