

NATIVITY CATHOLIC SCHOOL

JOB DESCRIPTION

Substitute Teacher

I. IDENTIFYING INFORMATION

Position Title: Substitute Teacher
Location: Nativity Catholic School
Status: Part-time
FLSA: Non-exempt
Reports to: Principal
Supervises: Classroom

II. PRIMARY FUNCTIONS

- A Catholic substitute teacher understands that Christ is the ever-present teacher in the classroom. It is their duty to always model the mission and values of Nativity Catholic School while at Nativity Catholic School and when in the presence of Nativity Catholic School students.
- The substitute teacher supervises students, manages classroom behavior, carries out the instructions of the classroom teacher, and other assigned duties in the absence of the regular classroom teacher.

III. POSITION CONTENT

ESSENTIAL FUNCTIONS

- A. Models the mission and values of Nativity Catholic School.
- B. Follows the curriculum and lesson plans assigned by the regular teacher.
- C. Follows procedures and achieving lesson goals.
- D. Assigning and explaining homework.
- E. Overseeing students inside of the classroom
- F. Overseeing students outside of the classroom, including in the hallways and cafeteria.
- G. Complies with all school regulations and policies at all times.
- H. Taking attendance and documenting daily notes.
- I. Ensuring the classroom and student workspace are kept clean and orderly.
- J. Completing the Substitute Teacher Survey and providing feedback to the teacher for when they return.
- K. Other duties as necessary to ensure efficient functioning of the School/ Parish/ Agency

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES

1. Willingness to foster the Church's mission

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
2. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
3. Background screening required
4. Valid driver's license required
5. High School Diploma

V. WORKING ENVIRONMENT

- Environment- school setting
- Physical demands, as applies: Bending/ stooping/ stretching/ climbing/ walking/ standing/ sitting/ lifting 5 lbs., Occasionally

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name: _____

Employee Signature: _____

Date of job description: 09/21/2022