



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

SUBSTITUTE HIGH SCHOOL TEACHER

Reports To: Substitute Coordinator/Vice Principal

Job Status: 30 to 35 hours weekly /Part Time Hourly

Salary Information: Hourly Rate of \$23 to \$25 per hour dependent on experience (based on substitute teaching rate). This job is scheduled to work over 30 hours per week and is benefit eligible (Medical, dental, vision). Part time job is not eligible for PTO (paid time off) or holiday pay due to part time status.

Description: JSerra Catholic High School is looking for an exceptional substitute teacher for the 2020-2021 school year that commences August 10, 2020. Applicants will be a full-time substitute teacher able to instruct high school aged students in multiple subject areas and follow written curriculum lesson plans. This individual must be faithful to the teachings of the magisterium of the Catholic Church in all aspects of his or her personal and professional life and will be a role model for high school aged students. Applicants must embrace the Mission and Philosophy of JSerra Catholic High School.

Responsibilities

- Coordinate daily sub assignments with the school's Substitute Coordinator
- Deliver lessons provided by the classroom teacher to all students in various disciplines and classes
- Effectively manage student behavior
- Assign work to be carried out by students
- Report academic progress and behavior of students
- Communicate with other members of the school's staff as needed
- Participate in staff, group or other meetings related to the school
- Supervise students outside of the classroom (assigned lunch duty)

Knowledge, Skills, and Abilities

- Excellent interpersonal communication skills – Including reading, interpreting, writing
- Proficiency in the delivery of curriculum at the secondary level
- Ability to maintain classroom control and deal effectively with unusual situations including student medical or school emergency situations to ensure the safety of the students and staff on campus

Education & Experience

- Bachelor's degree required
- Prior high school teaching experience strongly preferred

Special Qualities & Characteristics

- Passionate for the Mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Catholic Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with students and staff

HOW TO APPLY

Interested candidates are asked to first reflect on the **Core Beliefs** (link: <https://www.jserra.org/about/core-beliefs>) of JSerra prior to applying for a position. If after prayerful consideration an applicant believes he or she can support and embrace the foundational principals of JSerra, an email should be sent to employment@jserra.org that contains:

- Cover letter indicating position of interest
- Current resume
- Completed & signed **Application for Employment***
https://www.jserra.org/uploaded/About Us/HR/JSerra_Employment_Application_2020.pdf
- Essay – Provide a maximum one page typed response to the following:

“Having reflected on JSerra’s Core Beliefs which articulate our core identity as a Catholic Religious organization, name ways in which JSerra’s values align with your own personal values, and then explain in what specific ways you anticipate supporting and advancing our school’s mission”.

For teaching positions, applicants must also provide:

- *Letters of recommendation from current (preferred) or previous supervisors (minimum of two)*
- *College transcripts*

**You must download and save the Application for Employment PDF to your computer; then open/complete it and re-save it. If you do not save the application before entering data and save again, typed data may be lost.*

Please ensure that complete applicant packages are emailed to employment@jserra.org in PDF format. Applicants will receive an email acknowledgment that applicant documentation was received. Individuals submitting incomplete applicant packages will not be considered.

JSerra Catholic High School is a religious 501(c)(3) organization