



Job Title: Substitute Teacher

Reports to: Principal

Job Goal: To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their God given academic potential.

Performance Responsibilities:

1. Complies with policies and procedures established for St. John the Evangelist Catholic School in the Diocese of Savannah in accordance with the philosophy of Catholic Education.
2. Has an overall knowledge of the school's mission and can relate specific expertise to these goals.
3. Reflects in personal and professional life a commitment to Gospel values and their Christian tradition.
4. Accepts and supports the community of faith not simply as a concept to be taught, but as a reality to be lived in worship, service, and interpersonal relationships.
5. Is punctual in attendance and in the performance of duties.
6. Dresses in a professional manner.
7. Delivers lesson plans and instructional materials that facilitate active learning.
8. Instructs and monitors students in the use of learning materials and equipment.
9. Uses relevant technology to support and differentiate instruction.
10. Manages student behavior in the classroom by establishing and enforcing rules and procedures.
11. Maintains discipline in accordance with the rules and disciplinary systems of the school.
12. Prepares classroom for class activities.
13. Provides a variety of learning materials and resources for use in educational activities.
14. Demonstrates preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
15. Remains at school the entire school day, unless otherwise instructed to leave by building principal.
16. Performs other duties as assigned.

Knowledge, Skills, and Ability Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be at least 18 years-of-age;
2. Hold a high school diploma;
3. Have completed level 2 background check and fingerprinting;
4. Have signed a Code of Conduct;
5. Have completed VIRTUS Training for volunteers.

Terms of Employment: On call as needed basis.

Evaluation: Performance of this job will be evaluated by the principal.