

Substitute Teacher
St. Catherine of Siena School
Hourly Rate Range \$18-20, per hour, DOE

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Position Summary

The Catholic School Teacher represents the Catholic Church and Serves in the educational ministry of the Diocese of San Bernardino. The teacher is one who gives his or her best full-time professional services to the school, exhibits conduct, professionally and personally, consistent with the aims of school and diocese, and abides by the regulations and policies of the school and diocese.

Summary of Essential Job Functions

- Become acquainted with and support the educational philosophy of the diocese and school.
- Abide by the values and specifications outlined in the Employment Agreement for Teacher and the 4000 series in the Policy Handbook, and Diocesan School Dress Code.
- Model personal and professional commitment to Gospel values consistent with the goals of the Catholic Church, diocese, and school.
- Comply with enforce and implement the policies and regulations prescribed in the Diocesan Handbook of policies, the school handbook, diocesan bulletins and directive and State laws for private schools.
- Observe professional ethics and confidentiality in dealing with administrators, faculty, parents, students and community.
- Cooperate with and participate fully in the school's liturgical and religious activities.
- Follow the plans of the teacher and be responsible for the academic growth of the students in his or her care.
- Supervise students before school, during recess and lunch, and after school as requested by Administration.
- Perform other tasks as directed or assigned by teacher or principal.
- Structure learning situations which will produce positive effects on student achievement.
- Use curriculum guides, textbooks, technology and materials prescribed by the school and approved by the Office of Catholic Schools.
- Be responsible for the order, discipline and supervision of the students in his or her class with other staff members, for any supervision at school functions to which teachers are assigned.
- Develop effective communication with local staff and foster community and collaboration.

Peripheral Functions

- Demonstrate a love of children, a willingness to serve and professional demeanor.
- Maintain student privacy, dignity and confidentiality.
- Be flexible to changing needs of administration, staff, students and classroom situations.
- Promptly report any concerns regarding students or classroom to the teacher or principal.
- Exhibit a knowledge and understanding of the Catholic school as a ministry of the Church.
- Follow the Diocesan School Dress Code for staff.
- Maintain a current and complete personnel file in the school and as required by the Office of Catholic Schools.
- Utilize technology in classroom management and instruction.
- Ability to intervene in student altercations.
- Ability to react quickly to assist student in an emergency situation.
- Ability to transport 25 lbs. in student work or teacher edition textbooks.
- Comply with completion of all trainings (CPR, First Aid, Safe Environment).

Qualification Guidelines

- Must be 21 years of age with a minimum of a high school diploma or GED (Associate of Arts degree or higher preferred). All persons engaged in day-to-day substitutes as a minimum shall possess the ability to teach the classes assigned as assessed by the principal. Substitute teachers who work in diocesan schools shall establish a teacher's file with the Office of Catholic Schools.
- Long-term substitutes, temporary teachers, and part-time teachers are expected to meet the same qualifications and to fulfill the same applicable responsibilities as full time teachers.

Note: According to Diocesan policies, Long-term substitutes and temporary teachers do not accrue benefits.

Special Requirements

Fulfill Diocesan requirements: PMFP classes as required; Safe Environment regulations, Health Screening report; TB Clearance; Hepatitis B shots/waiver, First Aid & CPR Certification.

Additional Skills Necessary

Computer Technology Programs: Google Classroom; Effective Communication

Submit application and resume to: Beverly Winn, Principal → bwinn@sbdioocese.org

St. Catherine of Siena School
335 N Sycamore Ave, Rialto, CA 92376
Phone Number: 909 875-7821

The Diocese of San Bernardino is an Equal Opportunity Employer