



**Job Posting:
Substitute Teacher
2020-2021**

Assumption Catholic School is seeking a teacher for the following position. The position will begin as soon as possible. All qualified applicants are encouraged to apply.

Job Description:

Classroom Management

- Maintain, as fully as possible, the established routines and procedures of the school and classroom to which he/she is assigned
- Assumes responsibility for overseeing student behavior in class and during lunch and other activities
- Consults, as appropriate, with the principal or department head, before initiating any teaching or other procedures not specified in the lesson plans
- Maintains appropriate records including marking student absences and tardies
- Reports to the teacher and/or principal of any incidents of misbehavior
- Circulate through the classroom consistently checking on students and answering questions
- Lesson plans are shared with the substitute by the homeroom teacher and/or the school office. Use this from accessing your email. (Long-term substitutes are responsible for their own lesson planning and grading.)

Prepare Class Materials

- In the event that a substitute teacher is not subbing a class they can assist the teacher aides by preparing materials needed for the classroom. This may include, but not limited to, collecting books and materials, photocopying, making resources and laminating.
- The substitute is required to fill out the “sub comments” section of the Lesson Plan at the end of the day for elementary, and at the end of each block for secondary classes.

Reports to: Elementary Principal

Hours of duty:

- 7:45 am- 3:15 pm

Rate of pay: \$120 per day; \$150 per day for a long-term sub position

Qualifications: (Only qualified applicants will be reviewed.)

- Bachelor of Arts or equivalent
- Teaching certification preferred but not required
- Willingness to promote and educate in Christian values and Biblical teachings.

Application procedures:

Please email the following items or send by mail to the school principal and bookkeeper:

- 1.) CV/Resume- List all work experience and your education background
- 2) Letter of introduction
- 3) At least three professional references

Please fill out the following online:

Application for employment with the Archdiocese of Seattle found [here](#).

<https://www.applitrack.com/seattlearch/OnlineApp/default.aspx>

The job posting can be found on the school's website at school.assumption.org.

Deadline for applications: TBD

Please email your application documents to

theoffice@school.assumption.org

Or send by mail to:

Angie King and Dan Anderson
% Assumption Catholic School
2116 Cornwall Avenue
Bellingham, WA 98225