

VACANCY

Long-Term Substitute 1st Grade Teacher

St. Francis de Sales Central Catholic School is seeking a long-term substitute 1st-grade Teacher. The current 1st-grade teacher is on maternity leave. Interested candidates should contact Principal Moore at amoore@sfccs.org or (304) 291-5070.

DATE: The start date is Monday, August 12, 2024, and the conclusion of the term is Friday, September 6, 2024.

PAY GRADE: St. Francis de Sales Central Catholic School Substitute Pay Rate Schedule

POSITION OBJECTIVE:

The job of the substitute teacher involves planning, organizing, and implementing an appropriate instructional program in a faith-based learning environment that guides and encourages students to develop and fulfill their spiritual and academic potential.

DUTIES & RESPONSIBILITIES: (These duties are a representative sample; position assignments may vary.)

- Set up classroom and materials for the start of the school year.
- Attend required faculty/staff meetings.
- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Teach the approved WV State 1st Grade curriculum (ELA, Math, Science/Social Studies, Religion)
- Develop schemes of work and lesson plans
- Establish and communicate clear objectives for all learning activities
- Prepare the classroom for class activities
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Observe and evaluate student's performance and development
- Assign and grade classwork, homework, tests, and assignments
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of student's progress and development
- Update all necessary records accurately and completely as required by laws, district policies, and school regulations

- Prepare required reports on students and activities
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Apply appropriate disciplinary measures where necessary
- Perform certain pastoral duties but not limited to student support, counseling students with academic problems, and providing student encouragement
- Participate in extracurricular activities such as social activities, sporting activities, clubs, and student organizations
- Participate in department and school meetings, parent meetings
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs
- Keep up to date with developments in subject areas, teaching resources, and methods and make relevant changes to instructional plans and activities
- Other duties as assigned

EDUCATION & EXPERIENCE:

- Preference is given to candidates who:
 - Hold a Bachelor's degree or higher from an accredited institution
 - Have a valid WV State Elementary Teaching Certificate
 - Have relevant teaching experience

KEY COMPETENCIES (position requirements at entry):

- Self-motivation
- High energy level
- Verbal and written communication skills
- Attention to detail
- High work standards
- Problem-solving
- Decision making
- Organizing and planning
- Learning orientation
- Critical thinking
- Stress tolerance
- Flexibility
- Adaptability
- Initiative
- Work well with teammates