

St. Francis de Sales Central Catholic School

Morgantown, WV

Fourth Grade Long Term Substitute Teacher

St. Francis de Sales Central Catholic School is seeking a Long-Term Substitute Fourth Grade Teacher for the remainder of the 2024-25 school year. The position is slated to begin on Wednesday, Oct. 2, 2024 and continue until Friday, May 30, 2025. All applicants should send a cover letter, resume, and 3 letters of reference to Principal Moore at amoore@sfccs.org to his attention at St. Francis Central Catholic School, 41 Guthrie Lane, Morgantown, WV 26508.

PAY GRADE: St. Francis de Sales Central Catholic School Substitute Teacher Salary Schedule

POSITION OBJECTIVE: The job of teacher is done for the purposes of 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. This position will require the teacher to plan and prepare all assignments and assessments in the subject areas of English Language Arts and Social Studies.

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

- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Teach ELA and Social Studies curriculum
- Develop schemes of work and lesson plans
- Establish and communicate clear objectives for all learning activities
- Prepare 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 students' performance and development
- Assign and grade class work, homework, tests and assignments
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' 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 area, teaching resources and methods and make relevant changes to instructional plans and activities
- Other duties as assigned

EDUCATION & EXPERIENCE:

- Bachelor's degree or higher from an accredited institution
- Meet professional teacher education requirements of school, district and state
- WV State elementary education certification
- Relevant teaching experience
- Knowledge of relevant technology

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