

St. Francis de Sales Central Catholic School

Morgantown, WV

Substitute Teacher

St. Francis de Sales Central Catholic School is seeking Substitute Teachers. All applicants should send a cover letter, resume, and two names of references to ksainato@sfccs.org mail/deliver to her attention at St. Francis Central Catholic School, 41 Guthrie Lane, Morgantown, WV 26508.

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

POSITION OBJECTIVE: The substitute teacher will assume the duties and responsibilities of the regular classroom teacher during the regular classroom teacher's absence. This includes the following lesson plans, maintaining a positive and safe learning environment, and ensuring continuity of instruction for students.

DUTIES & RESPONSIBILITIES:

- Implement lesson plans provided by the regular teacher in accordance with school and district policies.
- Maintain classroom management and discipline in accordance with school rules.
- Take attendance and report absences.
- Supervise students in the classroom, during transitions, and in common areas as required.
- Provide instruction and assistance to students, ensuring active engagement and participation.
- Leave a written summary of the day's activities for the returning teacher.
- Report any incidents, concerns, or injuries to appropriate school personnel.
- Follow all school policies and procedures.
- Adjust to different school environments and grade levels, as needed.

EDUCATION & EXPERIENCE:

- Preferred experience working with preschool or school-aged children
- Ability to follow directions and lesson plans with minimal supervision.
- Flexibility and adaptability to meet the needs of different students and classrooms.
- Must meet or be willing to meet WV DHHR childcare licensing requirements, including background checks and any required online training.
- Current CPR certification or willing to obtain