

St. Joseph's Catholic School
Substitute Teacher Application
2011-2012



Name: _____

First

Middle Initial

Last

Address: _____

Street

Apt

City

State

Zip Code

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Best time to call: _____

Preferred Phone: Home Cell Work Either

Email Address: _____

Availability:

Please check the day(s) you are available to sub:

Monday Tuesday Wednesday Thursday Friday

Please describe any specifics of your availability (for example, Tuesday mornings): _____

What grades would you prefer to sub for?

Preschool K 1 2 3 4 5 6 7 8 All grades

License: Please provide the following information from your teacher's license

State: _____ License Number: _____ Date: _____

Certification Area: _____

Please review the back of the form for the substitute teacher job description. Please inquire about any areas you have questions.

Please add any interests, skills, areas of knowledge, hobbies, special skills, etc. you could offer as a substitute teacher:

Please return completed form to:

Toby Biebl

St. Joseph's Catholic School • 1005 2nd Avenue S. • Moorhead, MN 56560

Phone: 218.233.0553

Email: tbiebl@stjoesmhdhschool.com

St. Joseph's Catholic School Substitute Teacher Position Description

Reports To: Principal

Terms of Employment: Daily/Hourly contracts on an as-needed basis

Summary: As a school community, it is our mission to:

- Lead children and families to Christ within the Catholic Christian community
- Foster the spiritual, academic, social, emotional, and physical development of each person
- Prepare our students to use knowledge and faith to be a light for the parish, community, and world

Everything we do at St. Joseph's should reflect our three-part mission statement.

A substitute teacher provides instructional continuity in the classroom setting by creating an environment favorable to learning and personal growth, establishing an effective rapport with students, and motivating students to develop the skills, attitudes and knowledge needed to provide a good foundation for further education in accordance with each student's ability. The substitute teacher will perform duties as assigned by the principal and absent teacher and will meet all qualifications and behavior standards as set by St. Joseph's Catholic School including a strong commitment to Catholic education.

Duties and Responsibilities:

- Maintains and respects confidentiality of student, family, and school personnel information
- Provides grade appropriate instruction following the lesson plan provided, including:
 - Classroom preparation,
 - Assessment of each student's performance in order to adapt to the needs of each student.
 - Utilization of a variety of instruction strategies, as recommended by the absent teacher
- Establishes and maintains standards of student behavior that fosters a rich learning atmosphere in the classroom and a safe and positive environment for all students and staff in accordance with school and diocesan policies
- Ensures the adequate supervision to assure health, welfare, and safety of all students
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible
- Completes a Substitute Teacher Report Form for the regular classroom teacher
- Returns instructional materials, equipment, and keys to proper place
- Determines if his/her services will be required for the next school day
- Complies with and supports school and diocesan regulations and policies
- Models the mission of the school in all activities
- Performs other related duties as assigned by building administrator(s) in accordance with school policies and practices