

Holy Family Cristo Rey Catholic High School

Duty Description

Title: Substitute Teacher

Job Description: Qualified and dependable Teacher to teach a variety of subjects in the humanities, Religion (Catholic), and sciences.

Performance and Responsibilities:

- Reports to work in a timely manner, appropriately dressed and prepared for the day.
- Able to understand and administer the various assignments provided by the regular teacher.
- Ability to maintain appropriate classroom conduct for the class and the teacher.
- Establishes and maintains standards of student behavior to achieve a nurturing learning atmosphere.
- Exhibits positive human relation skills and communicates with fellow teachers and administrators appropriately.
- Utilizes and communicates with internal technology such as e-mail, web content/ document management systems, etc. Demonstrates superior oral and written communication.
- Adheres to school system rules and expectations, administrative procedures, local board, state and federal rules and regulations.
- Engages in personal professional growth and demonstrates professional ethics and leadership.

Qualifications:

- Registration with the Alabama State Board of Education for Substitute Teaching.
- Previous experience and knowledge of Holy Family Cristo Rey Catholic High School culture and community.
- Such alternatives to the above qualifications as the President may find appropriate and acceptable.
- Must be 21 years of age or older
- Willing to be subject to a professional background check and a drug screen.
- A minimum of 2 years of college.

Application and Deadline:

School must receive letter of interest, detailed resume, and a list of three references.

It is the policy of Holy Family Cristo Rey Catholic High School not to discriminate on the basis of race, color, religion, sex, national origin, citizenship (other than an alien not authorized to work in the U. S.), age, disability, veteran status, or other prescribed category, in its educational programs, activities, or employment policies, as required by local, state, and federal policies and laws. This policy applies to all aspects of employment including selection, compensation, assignment, promotions, discipline, termination, and access to benefits and training. Inquiries or complaints regarding compliance with applicable laws may be directed to Isabel Rubio, President.