



FAITH • LEADERSHIP • SERVICE

ST. JOSEPH'S SCHOOL

THE CATHOLIC SCHOOL OF ST. FRANCIS DE SALES AND ST. JOSEPH'S CHURCH

Substitute Teacher Application 2017-2018

PERSONAL DATA			
First Name	Middle Initial	Last Name	
Current Address (Street)	City, State, ZIP		
Home Phone	Cell Phone	Alternate Phone	
E-mail Address	How do you prefer we contact you? Check the best option(s) <input type="checkbox"/> Email <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Alt Phone		
Are you authorized to work in the United States permanently? <input type="checkbox"/> Yes <input type="checkbox"/> No			
AVAILABILITY			
Please check all days that you are available to substitute teach:			
Monday: <input type="checkbox"/>	Tuesday: <input type="checkbox"/>	Wednesday: <input type="checkbox"/>	Thursday: <input type="checkbox"/> Friday: <input type="checkbox"/>
Please describe any specifics of your availability (for example, Tuesday mornings):			
Please check all grades that you would like to sub for:			
<input type="checkbox"/> Preschool <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> All grades			
LICENSES (IF APPLICABLE)			
List all active and inactive certifications:			
Type:	State:	License # :	Date:
Type:	State:	License # :	Date:

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

Please return completed form to:

Andrew Hilliker
St. Joseph's School
1005 2nd Avenue S.
Moorhead, MN 56560
Phone: 218.233.0553
Email: ahilliker@stjoesmhschool.com

St. Joseph's School

Substitute Teacher Position Description

Reports To: Principal

Terms of Employment: As-needed basis; \$100 per day; \$50 per half day

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