



|| SUBSTITUTE INSTRUCTOR ||

St. Teresa's Academy

St. Teresa's Academy is a Catholic, college preparatory high school accredited by the North Central Association/Cognia. Committed to excellence in the education of young women, the Academy offers a rigorous academic curriculum combined with the latest technology, competitive athletic teams, award-winning fine arts programs, and a wide variety of extracurricular opportunities. St. Teresa's Academy educates young women to think critically, encourages them through Catholic values to love the dear neighbor without distinction, and empowers them to change the world.

The Academy is seeking substitute teachers to be available on an as needed basis.

| Responsibilities |

- Teach scheduled classes and assume all duties and responsibilities of the absent teacher.
- Follow the teacher's written lesson plans. Consult with the Principal for Academic Affairs and/or department chair to resolve questions and/or concerns.
- Comply with all building procedures and schedules. Promote the proper use and care of school property.
- Inform absent teacher of special situations or problems encountered.
- Support the school's mission and the mission of the Sisters of St. Joseph of Carondelet.

| Qualifications |

- At least 36 semester hours at an accredited institution of higher education. Standard state teaching certification or substitute certification preferred.
- An understanding of best practices in education.
- Ability to integrate technology into the curriculum.
- Flexibility, optimism, creativity, high expectations, and an emphasis on student-centered learning.
- Excellent communication skills, both written and oral.
- Proven organizational skills.
- Understanding of the Catholic faith, single-sex schools, and the mission of the Sisters of St. Joseph of Carondelet preferred.

| St. Teresa's Academy is an Equal Opportunity Employer |