



Job Profile

Job Title:	Long-Term Substitute Teacher for Biology and Anatomy
Department:	Science
Reports to:	Principal
Date:	12/17/2018

General Summary

What is the primary purpose of this position?

The Long-Term Substitute Teacher for Biology and Anatomy at St. Francis Catholic High School is responsible for teaching high school students in biological sciences and anatomy for a limited term. This position focuses on teaching the study of living things, including cells and their structures and functions, anatomy, and biology in the environment, including biological processes such as photosynthesis.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Developing and administering school curriculum consistent with school mission and objectives;
- Promoting a classroom environment that is safe and conducive to student learning;
- Ensuring that student conduct conforms with the school's standards and policies, and maintains standards needed to achieve a functional learning atmosphere in the classroom;
- Coordinating with other staff members to evaluate and assess curriculum;
- Maintaining a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by school procedures and applicable laws;
- Providing student feedback and communicate effectively with students and families as appropriate;
- Attending FEP/SST meetings as appropriate;
- Participating in general homeroom and supervision duties;
- Attending employee meetings, department meetings, collaboration meetings, staff meetings, liturgies, masses, assemblies, and school events;
- Complying with established safety guidelines and participating in safety training.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:



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Bachelor's of Science required, Single-Subject Teaching Credential and/or Master's Degree preferred.

Job experience:

- Experience teaching Science at the high school or college level;
- Experience teaching animal dissection;
- Experience teaching in Catholic education preferred.

Technical/Functional skills:

- Desire to serve in the vocation of Catholic education;
- Ability to teach grade levels 9-12;
- Excellent written and verbal communication skills;
- Proficiency in Chromebook usage and applications and using technology to enhance teaching practices;
- Maintains confidentiality and professional ethics.

Other Requirements:

- Other duties may be required as needed.