

**Epiphany Catholic School**  
**11001 Hanson Boulevard, NW.**  
**Coon Rapids, Minnesota 55433**

**Position Description**

**Position Title:** Classroom Substitute Teacher On-Call

**Date:** July 1, 2023

**Reports To:** School Principal

**FLSA Status:** Exempt – Learned Professional

**Direct Reports:** None

**Provides Work Direction To:** Students, Volunteers

**Receives Work Direction From:** School Principal

**Schedule:** Part-time (no benefits). On-call position. Work schedule to follow that set by the school.

**Purpose:** To provide instruction and supervision for students in all assigned curriculum or activities in accordance with the school/parish mission statement, philosophy, handbooks, curriculums, and directions established by the principal and pastor.

**General Responsibilities**

\*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

**Representative Responsibilities:**

- A. \*To be present where needed, ready to work for all scheduled hours, classes and activities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all instruction of children is taken care of in a professional and responsible manner.
- B. \*Instructional Practices
1. Provide religious instruction that is in full accord with the teachings of the Roman Catholic Church.
  2. Establish the teaching of religion and internalization of Christian virtues as the highest priority of the school.
  3. Model the teaching of Jesus Christ and His Church in relationships with students, parents, colleagues, and the larger community. These values include, but are not limited to: peace, justice, reconciliation, compassion, respect, and hope.
  4. Meet student needs by differentiating instruction, using a variety of groupings, methods and tools.
  5. Reinforce skills and knowledge taught in specialists classes including library/media and research areas.
  6. Make significant increases in student achievement.
  7. Give clear directions, check for understanding, monitor and adjust appropriately.
  8. Use a variety of instructional activities to engage students.
  9. Use State Standards and Archdiocesan Religion Standards to attain mastery of instruction.
  10. Utilize learner-centered instructional practices.
  11. Strive to accommodate student questions.
  12. Provide timely and meaningful student feedback.
  13. Make accommodations/interventions for student needs.
  14. Assist students outside of classroom time when feasible.
  15. Utilize current educational best practice.
  16. Address individual student learning needs and provide appropriate accommodations.
  17. Monitor and be aware of individual learning by walking around classroom and checking student work.
- C. \*Regular Classroom Duties and Activities. Includes, but not limited to:
1. Be present at school at 7:15 AM and remain on site until 2:45 PM. Be in classrooms/hallway to meet students at 7:25 AM.
  2. Use effective, appropriate student-management skills.

3. Participate in faith formation activities with students and colleagues including, but not limited to, liturgies, prayer services, daily prayer and retreats.
4. Supervise students in the following areas (as assigned): classrooms, hallways, church, playground, lunchroom, bus zones, car zones, and field trips.
5. Take children to specialist classes, lunch, and any special programs that are a part of the school day.
6. Ensure student safety.

D. \*Academic and Spiritual Development

1. Help and encourage students to achieve academically in core subject areas at each grade level.
2. Treat students with respect and dignity at all times as stated in the code of conduct document.
3. Use discretion as to what is said, where and in front of whom.
4. Understand and respond appropriately to student developmental needs (academically, spiritually, physically, emotionally and socially).
5. Implement appropriate classroom management techniques.
6. Consult with administration to address student concerns when appropriate.
7. Communicate with students in a professional manner and at an age-appropriate level.
8. Provide assistance in helping students complete tasks.
9. Demonstrate patience with students.
10. Create a positive relationship with students.
11. Show empathy towards students.

E. \*Catholic Identity

1. Model the Catholic faith for students.
2. Model and share the love of Jesus Christ.
3. Teach the Catholic faith by presence, manners, actions, works and interactions.
4. Treat all students in a friendly, kind, caring, respectful and polite manner.
5. Create a Catholic environment in the classroom.

F. \*Parental and Community Relationships

1. Promote strong partnerships between school and home.
2. Establish open and active communication with parents when applicable.
3. Treat parents respectfully at all times.
4. Partner with parents to improve student learning at school and at home.

G. \*Professional Responsibilities

5. Demonstrate enthusiasm for the profession of teaching by being an active learner.
6. Participate in annual goal-setting individually and in grade level teams.
7. Engage in opportunities to grow spiritually and theologically.
8. Handle conflicts and problems in a direct, peaceful, respectful manner.
9. Maintain confidentiality in all areas.
10. Participate in and support all aspects of the accreditation process.
11. Work collaboratively with colleagues and administration.

H \*Organizational Goals

Demonstrate willingness to embrace Parish and School business, strategic, and ministerial objectives and show full cooperation with their implementation. Effectively support recruitment goals.

I. Other Responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of the duties and tasks are outlined in supplemental documents.

**Responsibilities identified with an “\*” are essential functions of the job.**

**Job Qualifications**

- BA/BS degree in education or related area.
- Preferred current State of Minnesota Teaching License – Provide appropriate original credentials for documentation.
- Appropriate educational experience.
- Active, practicing Catholic.
- Demonstrated ability to work effectively and collaboratively with parents, colleagues, and administration.
- Demonstrated ability to make decisions.
- Demonstrated ability to work without supervision.
- Demonstrated ability to learn and implement “best practice” educational strategies.
- Demonstrated ability to manage students effectively.
- Demonstrated ability to take direction from the administrators and effectively implement new programs, processes and procedures as directed.
- Complete background check successfully and Virtus training, sign Code of Conduct document.

**Mental Demands**

- Knowledgeable and supportive of Catholic School Mission and Philosophy.
- Active, knowledgeable and supportive of the Catholic faith and witness this to the community. Develop and maintain an educator’s level of knowledge of the Catholic faith.
- Exhibit competence in age-appropriate instructional methods and knowledge of subject matter being taught.
- Demonstrate evidence of good classroom management techniques.
- Provide mental supervision to students in assigned care.
- Work cooperatively and collegially in and out of the classroom.
- Relate effectively with parents, staff, administrators, and the parish community.
- Keep supervisor and others appropriately informed.
- Possess integrity and honesty.
- Plan, organize and meet deadlines.
- Recognize and maintain confidentiality.
- Work well with others, maintaining a positive and helpful attitude even in chaotic times.

**Physical Demands**

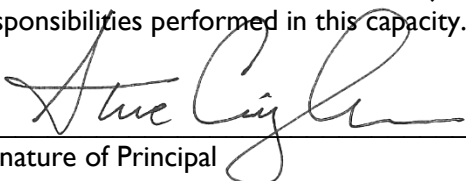
- Fulfill commitments of the educational program and other activities of the school year.
- Move around a room for long periods of time.
- Speak, hear and respond to students at all times.
- Lift and carry up to 30 pounds using proper lifting and carrying techniques.
- Maintain an awareness of all students in the classroom.
- Keyboard with adequate skill and for long enough time to meet requirements.

**EMPLOYEE:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization’s needs change, my job description will change.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**SUPERVISOR:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this capacity.

  
\_\_\_\_\_  
Signature of Principal

8/18/2023  
\_\_\_\_\_  
Date