



St. Patrick School Teacher Job Description

JOB TITLE: Temporary Teacher

DEPARTMENT/LOCATION: St. Patrick School, Roxbury, Massachusetts

St. Patrick School, a private Catholic School in Roxbury, Ma, is seeking an exceptional Temporary Teacher for Kindergarten Zero.

PRIMARY FUNCTION: Under the direction of the school principal, We are looking for a talented, creative, hard-working, team player with a broad-range of artistic skills, along with an appreciation of developmental characteristics of elementary school students to join our strong faculty in a Catholic School environment.

GENERAL SUMMARY:

The Daily Substitute Teacher will assist teach in the classroom environment and the assistant will be assigned class or program from Kindergarten through Eighth Grade.

RESPONSIBILITIES:

- Act as a role model of professionalism in a Catholic environment.
- Support the philosophy, policies, goals of the school, as well as the decisions made by Board of Directors and Administrators.
- Insure the health, safety and welfare of all students.
- Hold in strict confidence all matters pertaining to school.
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook
- Attends faculty and administrative meetings as needed.

DUTIES:

- Assisting in planning and implementing the daily program under the direction of the teacher.
- Assisting in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Insure a positive environment where each student is encouraged to reach his/her potential and to take risk.
- Provide lunch/playground/dismissal supervision as assigned.
- Maintaining professional attitudes to the school at all times.
- Treating children with dignity and respect.
- Adhere to a professional dress code as outlined in the employee handbook.
- Maintain a professional attitude with students, parents, and other staff members.

Environment: Work is performed primarily in a standard classroom setting.

Education and Experience:

A degree in education

This is a Part-time position

To Apply:



E-mail a cover letter and resume along with 1 letter of reference and a demo (paper) differentiated lesson plan.

to:

Tiffany Sawyer, Principal

St. Patrick School

tsawyer@stpatrickschoolroxbury.org