



Job Profile

Job Title:	Substitute Teacher
Reports to:	Assistant Principal
Date:	7/18/25

Job Status:

Exempt ☐	Non-Exempt ☒
Full-time ☒	Part-time ☐

General Summary

What is the primary purpose of this position?

The Substitute Teacher at St. Francis Catholic High School is responsible for the effective maintenance of the continuity of quality learning in the absence of the regularly appointed classroom teacher. The person in this position delivers prepared instructional plans and materials as directed by the teacher or administration. This position is responsible for managing the students in the classroom and ensuring student safety and well-being. This is a full-time (35-40 hours), 10-month, hourly position.

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.

- Facilitates prepared sub plans in assigned classroom in any subject area, including Math, Science, English, Social Studies, Theology, PE, Languages, Arts
- Fosters and supports an inclusive educational environment
- Manages students, ensuring student safety and well-being as the top priority
- Supports classroom environment that promotes active learning and reinforces learning objectives
- Provides homeroom coverage
- Provides coverage for other areas as needed, such as library, lunch supervision, makeup testing, and AP or standardized test proctoring
- May assist with all aspects of the daily routine, including but not limited to, distributing and collecting student work and supplies, attendance, supervision duty
- Uses appropriate judgment to act in the best interest of the students at all times
- Attends and fully engages in all professional development, staff meetings, liturgies, masses, prayer services, assemblies, homeroom duties, supervision duties, and school events such as, but not limited to, Catechetical training, Community Benefit, Back to School Night, Open House, and other employee required events
- Adheres to the St. Francis Catholic High School and Diocese of Sacramento policies and procedures



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Job Specifications/Requirements

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

Education:

Bachelor's Degree required, Substitute Credential or Teaching Credential preferred.

Job experience:

Experience working in education required.

Technical/Functional skills:

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of high school students
- Efficient classroom management skills
- Full capability to appropriately deliver sub materials while teacher is absent
- Ability to comply with teachers' and administration's oral and written instructions
- Proven track record of reliability and excellent time-management skills; punctuality
- High school level proficiency in some basic subject areas to provide effective support
- Proficiency in basic digital tools for record-keeping, such as Google Workspace (Docs, Sheets, Slides), school-specific Learning Management Systems to navigate planned curriculum and take attendance, and school-provided technology for classroom use for videos, websites, etc.
- Ability to satisfy Diocesan Safe Environment requirements, including a thorough background check
- Ability to lift or move classroom equipment (typically 20–40 lbs)
- Capability to stand, walk, or sit for extended periods during the school day

Other Requirements:

- Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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