



Substitute Teacher

Ursuline Academy is seeking reliable, student-centered Substitute Teachers to join our substitute pool and provide classroom coverage on an as-needed basis during the school day. Substitute Teachers support continuity of learning by following lesson plans and established classroom expectations, supervising students, and maintaining a safe, respectful, and productive learning environment.

Key Responsibilities

- Follow lesson plans, assignments, schedules, and instructions provided by the classroom teacher or school administrator.
- Facilitate assigned learning activities and provide clear directions to students.
- Maintain an orderly, respectful, and productive classroom environment.
- Actively supervise students during classes and other assigned periods.
- Take attendance accurately and report absences, concerns, or significant incidents.
- Support students in completing assigned work while maintaining appropriate academic and behavioral expectations.
- Respond appropriately to student questions, behavioral concerns, health or safety matters, and emergencies.
- Communicate relevant information to the classroom teacher or administrator at the conclusion of the assignment.
- Follow Academy policies and procedures related to student safety, confidentiality, technology use, emergency response, and professional conduct.
- Collaborate respectfully with faculty, staff, and administrators and contribute positively to the school community.

Qualifications

- High school diploma or equivalent required; prior experience working with students in a school, camp, coaching, childcare, or similar setting preferred.
- Experience working in an educational setting preferred.
- Ability to successfully complete required background checks.
- Interest in and commitment to working with students in a Catholic, all-girls educational environment.

Compensation & Schedule

\$115/day stipend. Substitute teaching opportunities are available on an as-needed basis during the regular school day. Candidates may accept assignments based on their availability.

Application Instructions

Ursuline Academy invites interested candidates to submit a resume and cover letter detailing their qualifications and interest in the role to careers@ursulineacademy.net. Please include “Substitute Teacher” in the subject line.