

St. Francis High School Substitute Teachers, Short-Term

School Information

Organization Name: St Francis High School

About Our Organization: Founded in 1946, St. Francis High School is a private, Catholic, college preparatory school for boys. The school is owned by its Board of Directors and operated in sponsorship with the Capuchin Franciscan Friars of the Western American Province of Our Lady of Angels. Our educational objectives incorporate both the basic philosophy of Catholic education and the philosophy of the Capuchin Franciscan Order, in accordance with the laws of the State of California.

Website: <https://www.sfhs.net>

FLSA Status: Non-Exempt

Prepared Date: 12-08-2023

Effective Date: 07-15-25

Hiring Manager Job Title: Dean of Faculty

Job Level: Individual Contributor

Employment Status: Temporary

Compensation: Hourly Rate: \$29.00, Full Day Rate: \$203.00 (approximately 7 hours), Half Day Rate: \$102.00 (approximately 3.5 hours)

Primary Location: La Canada, CA

Job Summary

- Teach students on a short-term basis as a temporary replacement for a regular classroom teacher, typically using the regular teacher's lesson plan and materials. The substitute teaching assignment is limited to no more than 30 consecutive instructional days per classroom assignment. On-call, as needed for half-day and full-day assignments, from August 20, 2025, to May 29, 2026.

The ideal candidate will:

- Fulfill St. Francis High School's mission and philosophy in Franciscan tradition.
- Ensure continuity in students' learning experiences.
- Maintain a rich educational standard rooted in Capuchin Franciscan values.
- Foster a professional and disciplined learning environment.

Education and Experience

- Education: Bachelor's Degree or higher.
- Credentials or proof of teaching experience.
- Proven ability to create and follow through with lesson plans.
- The capability to manage the classroom.
- Proficiency in communicating subject materials efficiently.
- Demonstrated proficiency in technology.

- Successful completion of background check and VIRTUS training.

Knowledge

- Catholic Faith and Values: Familiarity with Catholic teachings, with emphasis on the Franciscan values and principles as they are integrated into the school's curriculum and culture.
- Educational Philosophy Alignment: Knowledge of and alignment with St. Francis High School's educational philosophy, mission, and community values.
- Strong command of multiple disciplines, including Math, Science, English, Religious Studies, and other core subjects.
- Legal and Ethical Awareness: Understanding of educational laws, ethical considerations, and child safety regulations relevant to a school environment.
- High School Boys Development: Understanding the needs and behavior of teen boys while providing care and supervision in an educational setting.

Skills

- Adaptability and Flexibility: Quickly adapting to different classrooms, teaching styles, and student needs with little notice.
- Classroom Management: Ability to maintain discipline and manage a lively learning environment, using tools, strategies, and techniques to maintain control of a group and effective delivery of instruction, especially in an all-boys setting.
- Communication Skills: Effective communication verbally or in writing with students, parents, faculty, and staff, including precise instruction delivery and responsiveness to questions.
- Critical Thinking Skills: Answering student questions and determining how to guide learners if instructions aren't clear.
- Cultural Sensitivity: Sensitivity and respect for the diverse backgrounds of students, recognizing and valuing their individual experiences.
- Interpersonal Skills: Interacting with students at a level that builds trust.
- Pedagogical Techniques: Employing teaching methods that effectively engage and support the learning styles of boys.
- Technology Proficiency: Using educational technology and digital platforms efficiently in the classroom.
- Patience and Empathy: Demonstrating patience and understanding towards the unique challenges and learning paces of each student.

Work Context

Physical Requirements:

- Frequently ascend or descend stairs or ramps; perform movement in various positions to accomplish tasks in different environments; often remain stationary, either standing or sitting, for prolonged periods; move about to accomplish tasks or move from one classroom to another. Occasionally adjust or move objects up to 20 pounds in all directions. Regularly perform repetitive motions that may include the wrists, hands, and fingers.

- Maintain regular communication with the administrator and teacher they are covering to exchange information. Consistently ensure student work is on task and completing assignments.
- Occasionally work in noisy environments.

These physical demands are representative of those that an employee must meet to perform the essential functions of this job successfully. St. Francis will provide reasonable accommodations that may be made to enable individuals with disabilities to perform these essential functions.

Primary Job Duties

Essential Duties and Responsibilities:

- Serve as a substitute teacher, maintaining and advancing the curriculum during the instructor's absence.
- Implement the regular teacher's written lesson plans as closely as possible, maintaining consistency in instruction. This implementation is overseen and reviewed by the classroom teacher in consultation with the Dean of Faculty.
- Manage student behavior respectfully and effectively to ensure a safe and productive learning environment.
- Record and submit attendance accurately and promptly, following school policies.
- Uphold the St. Francis Catholic faith community within the school, promoting moral values in line with our tradition.
- Adhere to established classroom procedures and school regulations to maintain a structured learning environment.
- Engage in additional duties including, but not limited to, homeroom supervision, lunch supervision, and event supervision.
- The ability to navigate stairs to reach classrooms is a regular requirement for accessing various teaching spaces within the school.

Tools and Technology

Learning Management System

- Blackbaud (Preferred)
- Google Workspace for Education (Required)

Productivity/Communication Platform

- Gmail (Required)
- Microsoft Outlook (preferred)

Operating System

- MacOS (Preferred)
- ChromeOS (Required)
- Windows

Online Tools

- Google Chrome (Required)
- GoGuardian (Preferred)
- Socrative (Preferred)

Video conferencing software

- Google Meet (Preferred)
- Zoom

Other Communication Tools

- Cisco Telephone System

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

St. Francis is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.