



**Saint Philip School  
Substitute Teacher  
Job Description**

The Roman Catholic Diocese of Providence acknowledges that the Catholic school teacher is vital to the educational mission of the Church. The teacher not only stimulates the acquisition of knowledge and understanding, but serves as a consistent, joyful and living witness to the teachings of Christ.

Saint Philip School is looking for creative and enthusiastic persons to serve as substitute teachers in all grades for the 2019-2020 school year. Saint Philip School has a comprehensive program addressing and demonstrating the appropriate intellectual, social, emotional, and spiritual development of students.

The teacher fulfills the mission of the Catholic school by providing an environment rooted in Gospel values and academic excellence. This position is hired and evaluated by the principal.

**This position requires but is not limited to the following duties:**

- \*Supporting and upholding the philosophy of Catholic education and the mission of the school
- \*Acting as a witness to Gospel values by modeling the teachings of the Catholic Church
- \*Supporting and adhering to the Code of Conduct and policies and procedures of the school and Diocese
- \*Maintaining confidentiality regarding school matters
- \*Providing effective programs of instruction for students in the absence of their daily classroom teacher(s)
- \*Using effective instructional methods/models according to professional standard practice
- \*Practicing positive, consistent discipline in the management of the classroom
- \*Establishing and maintaining standards of student behavior for a productive learning environment
- \*Taking all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- \*Maintaining current and accurate records according to school policy
- \*Maintaining records as required by law, Diocesan policy, and administrative guidelines
- \*Demonstrating professionalism in conduct, demeanor, and work habits

**Interested parties who possess a *current teaching certificate* or *who are working toward successful completion of all requirements to be eligible for a teaching certificate*, should send all inquiries to the attention of Cynthia Senenko, Principal, at [csenenko@stphilipschool.com](mailto:csenenko@stphilipschool.com) or (401) 949-1130.**