ST. BERNARD'S
CATHOLIC SCHOOL
GO MAKE DISCIPLES

WE ARE

HIRING

5TH GRADE LONG-TERM SUBSTITUTE TEACHER

- ✔ **The 5th Grade Long-Term Substitute Teacher** provides consistent daily classroom instruction, structure, and a nurturing faith-filled learning environment for 5th-grade students at St. Bernard's Catholic School from January through May. Working under the direction of the Principal, the substitute teacher implements curriculum plans, supports student academic and spiritual growth, and maintains daily classroom routines.
- ✔ **Qualifications:** Experience working with elementary-aged children in a school or educational setting is preferred; a college degree is not required. Candidates pass a background check and diocesan Safe Environment training.
- ✔ **Schedule:** Full-time, Monday–Friday during regular school hours, running from January through May of the current school year.
- ✔ **Apply:** Submit a resume and cover letter to stbernardsschool@stbernardstrf.com

117 Knight Ave N, Thief River Falls | (218) 681-1539

5th Grade Long-Term Substitute Teacher
Job Description

Reports To
Principal

Position Summary
The 5th Grade Long-Term Substitute Teacher provides consistent, high-quality classroom instruction, structure, and a nurturing faith-filled environment for 5th-grade students at St. Bernard's Catholic School. Working under the direction of the Principal, the long-term substitute teacher delivers daily lessons across core subjects, assesses student progress, maintains classroom routines, and helps foster a positive atmosphere that reflects the mission and values of Catholic education.

This is a full-time, temporary teaching position scheduled Monday through Friday during regular school hours from January through May of the current school year.

Essential Duties and Responsibilities
- Plan, prepare, and deliver daily instruction across 5th-grade core subjects (literacy, math, science, social studies, and religion) in alignment with school curriculum standards.
- Model and promote Catholic values, Christian kindness, and Gospel-centered behavior in all interactions with students, families, and staff.
- Establish and maintain consistent classroom expectations, routines, and positive behavior management strategies.
- Evaluate and grade student assignments, tests, and projects, maintaining accurate academic and attendance records.
- Differentiate instruction and provide individualized or small-group support to meet diverse student learning needs.
- Supervise students during classroom instruction, hallway transitions, lunch, recess, Mass/prayer services, and arrival or dismissal duties as assigned.
- Maintain a clean, organized, and welcoming 5th-grade classroom environment.
- Communicate regularly and professionally with parents, the principal, and fellow staff regarding student progress, behavior, or health concerns.
- Participate in parent-teacher conferences, staff meetings, and school events during the assignment period.
- Follow all school safety protocols, emergency procedures, and diocesan policies.
- Ensure a smooth instructional transition at the conclusion of the assignment in May.
- Perform other duties as assigned by the principal.

Qualifications
- Experience working with elementary-aged children in a school, classroom, or youth setting is preferred; a college degree is not required.
- Applicants must successfully complete all required diocesan safe environment training and pass a Diocese of Crookston background check prior to employment.

Knowledge, Skills, and Abilities
- Ability to lead, instruct, and engage a classroom of 5th-grade students.
- Strong classroom management, organizational, and lesson-planning skills.
- Strong verbal and written communication skills with students, parents, and colleagues.
- Dependable, punctual, and able to manage daily classroom responsibilities independently.
- Ability to respond calmly and appropriately in routine and emergency situations.
- Commitment to maintaining confidentiality and professionalism.

Commitment to Catholic Education
The 5th Grade Long-Term Substitute Teacher is expected to support the mission and philosophy of St. Bernard's Catholic School by demonstrating respect for the teachings and values of the Catholic Church. While a practicing Catholic is not

required, all employees are expected to uphold the school's Catholic identity and serve as positive role models for students through their words, actions, and relationships.

Work Schedule

Full-time, temporary position (January through May).
Monday–Friday during regular school hours.
Follows the St. Bernard's Catholic School academic calendar. Staff meetings, parent-teacher conferences, or training may be required as assigned by the principal.

How to Apply

Submit a resume and cover letter to stbernardsschool@stbernardstrf.com