WE ARE
HIRING

SHORT-TERM SUBSTITUTE TEACHER

GRADES PRESCHOOL – 5TH GRADE

✔ **The Short-Term Substitute Teacher** provides a safe, nurturing, and structured learning environment for students in Preschool through 5th grade at St. Bernard's Catholic School during a regular teacher's absence. Working under the direction of the Principal, the substitute teacher follows daily lesson plans, leads classroom routines, supervises students, and fosters a positive, faith-filled atmosphere that reflects the mission and values of Catholic education.

✔ **Qualifications:** High school diploma or GED required, complete Diocese of Crookston Safe Environment training, and pass a background check.

✔ **Schedule:** On-call or pre-scheduled daily assignments during regular school hours throughout the school year.

✔ **Apply:** Submit a resume and cover letter to stbernardsschool@stbernardstrf.com

105 Knight Ave N, Thief River Falls | (218) 681-3571

ST. BERNARD'S
CATHOLIC SCHOOL
— GO MAKE A DIFFERENCE —

Short-Term Substitute Teacher (Preschool – 5th Grade) Job Description

Reports To

Principal

Position Summary

The Short-Term Substitute Teacher provides a safe, nurturing, and structured learning environment while maintaining instructional continuity for students in Preschool through 5th grade at St. Bernard's Catholic School during the regular classroom teacher's short-term absence. Working under the direction of the Principal, the substitute teacher follows daily lesson plans, manages classroom routines, supervises students, and helps foster a positive, faith-filled atmosphere that reflects the mission and values of Catholic education.

This is an on-call, per diem temporary position scheduled during regular school hours throughout the school year.

Essential Duties and Responsibilities

- Follow daily lesson plans, instructional materials, and visual schedules left by the classroom teacher across core elementary subjects (literacy, math, science, social studies) and early childhood play-based learning.
- Model and promote Catholic values, Christian kindness, and Gospel-centered behavior in all interactions with students, families, and staff, including leading or participating in daily classroom prayer and morning routines.
- Maintain a safe, caring, and respectful classroom environment using positive behavior management strategies and consistent school expectations.
- Support younger learners (Preschool–1st grade) with daily routines, transitions, snack and lunch procedures, and foundational social-emotional skills, while guiding older students (2nd–5th grade) through independent work and group activities.
- Take accurate daily attendance and submit records according to school office procedures.
- Actively supervise students at all times during classroom instruction, hallway transitions, indoor and outdoor recess, lunch, and arrival/dismissal duties.
- Maintain a clean, organized, and orderly classroom environment throughout the day.
- Leave a clear, organized end-of-day summary note for the returning teacher covering completed lessons, student progress, and any behavioral or health incidents.
- Communicate student concerns, injuries, behavioral issues, or other significant information promptly to the principal and school office as appropriate.
- Ensure students are released only to authorized adults according to school dismissal procedures.
- Follow all school safety protocols, emergency procedures, and diocesan policies.
- Perform other duties as assigned by the principal.

Qualifications

- High school diploma or GED required; college coursework in education, early childhood development, or a bachelor's degree preferred but not required.
- Prior experience working with preschool or elementary-aged children in a school, childcare, recreation, or similar setting is preferred. Candidates should demonstrate patience, warmth, reliability, sound judgment, and genuine enthusiasm for working with young children.
- Applicants must successfully complete all required diocesan safe environment training and pass a Diocese of Crookston background check prior to entering the classroom.

Knowledge, Skills, and Abilities

- Ability to supervise, instruct, and engage groups of preschool and elementary-aged children.
- Adaptability to quickly adjust to different grade levels, classroom routines, and instructional styles.
- Strong verbal and written communication and interpersonal skills.
- Ability to establish positive relationships with students, families, and staff.
- Dependable, punctual, and able to work independently while following established lesson plans and procedures.
- Ability to respond calmly and appropriately in routine and emergency situations.
- Commitment to maintaining confidentiality and professionalism.

Commitment to Catholic Education

The Short-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

On-call or pre-scheduled daily assignments.
Regular school-day hours (arriving prior to the morning bell and remaining until dismissal duties conclude).
School-year schedule, following the St. Bernard's Catholic School calendar.

How to Apply

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