



Job Posting Building Substitute

Job Summary

- McQuaid Jesuit High School, an all-boys, Catholic, college preparatory school in the Jesuit tradition, is seeking qualified and dedicated Substitute Teachers to provide instructional coverage on an as-needed basis. The ideal candidate will maintain a safe and engaging classroom environment that upholds the school's mission of forming young men who are intellectually competent, open to growth, religious, loving, and committed to doing justice.

Primary Duties and Responsibilities

- Provide classroom instruction in accordance with lesson plans left by the regular teacher.
- Maintain a structured and respectful classroom environment aligned with McQuaid Jesuit's values.
- Manage student behavior effectively and report any issues or incidents according to school protocols.
- Communicate with administrators and faculty as needed to support student learning and classroom management.
- Adapt quickly to various subject areas and grade levels (grades 6–12).
- Uphold all school policies and procedures.

Additional Responsibilities

- Other duties as assigned

Competencies/Skills

- Knowledge of preadolescent and adolescent behavior
- Experience working with students
- Strong working knowledge of technology e.g. computers and iPads
- Working knowledge of remote teaching technologies, i.e. ZOOM, MS Teams, etc., preferred
- Strong organization skills and attention to detail
- Ability to multi-task and manage multiple priorities to accomplish work assignments
- Daily flexibility/adaptability to various work environments and schedules throughout the school
- Maintain calm demeanor in work situations

Education and Experience Requirements

- Bachelor's degree required; degree in education or subject-specific field preferred.
- Prior teaching or substitute teaching experience strongly preferred.
- Demonstrated ability to manage a classroom and engage students in meaningful instruction.
- Strong communication, organizational, and interpersonal skills.
- Willingness to support and model the values of a Jesuit, Catholic education.
- NYS teaching certification is a plus but not required.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive listing of work requirements.

Physical Demands

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the position involves walking, standing, lifting, and bending. The person is also required to talk and hear. The position is required to frequently stand, walk, sit, and reach with hands and arms. Part of the duties may include lifting, carrying boxes as needed. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

- Standard Office Environment

Position Type and Expected Hours of Work:

- This is a Part-time as needed position. Per diem pay, exempt. Pay range: \$125 to \$150 daily rate.

Reports To: High School Principal

How to apply: Candidates should send a cover letter, and resume to employment@mcquaid.org. For more information about McQuaid Jesuit, please visit our website www.mcquaid.org.