CRISTO REY OKC
CATHOLIC HIGH SCHOOL

Cristo Rey Oklahoma City Catholic High School

JOB DESCRIPTION

POSITION:	Substitute Teacher
CLASSIFICATION:	Exempt
SCHEDULE:	As needed

SUPERVISOR: Principal

JOB SUMMARY: Substitute teachers provide students with specified learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. The substitute teacher is responsible for learning continuity, maintaining classroom management, and delivering behavior strategies for the safety and welfare of all scholars.

OUR MISSION: Cristo Rey Oklahoma City Catholic High School (Cristo Rey OKC) is a Catholic, college preparatory school that educates young people of limited economic means and all faiths to become men and women of knowledge, faith, purpose, and service. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive school community, we prepare our students to succeed in college and beyond.

Cristo Rey OKC is a member of the Cristo Rey Network, a national association of 37 high schools that provide a quality, Catholic, college preparatory education to urban young people of limited educational options. It is our goal to build one of the best high schools in Oklahoma City as measured by academic progress and achievement, graduation rates, acceptance into, and graduation from, 4-year colleges and universities.

SCHOOL RESPONSIBILITIES:

- Arrive at 7:30 a.m. and be available for assigned duties or set-up
- Stays at school until time designated by principal or until teacher's duties are fulfilled
- Performs campus support duties including but not limited to carline, breakfast/lunch duty, and afternoon duties
- Chaperones field lessons and field trips, if necessary
- Communicates with appropriate staff & reports to appropriate administrators
- Abides by all state and federal mandates in reporting sexual or physical abuse and neglect
- Upholds the code of conduct and all school policies
- Models employee behavior within the Code of Conduct as outlined in the Cristo Rey OKC Staff handbook
- Understands that there is no harsh, cruel or unusual treatment of any student, including inappropriate physical or verbal responses
- Supports the work and directors of school administrators

- Understands the specific communication protocol for behavioral issues
- Works with grade level to address and resolve issues
- Understands and follows all school safety protocols and procedures

CLASSROOM RESPONSIBILITIES:

- Effectively teachers the adopted curriculum
- Upholds all school policies
- Executes specific lesson plan prepared by the teacher to create rigorous and engaging learning environment with the wiliness to seek out teaching team support to provide lesson plans as needed
- Sets clear goals to drive instruction
- Maintains a productive, safe, and focused learning environment
- Ability to exhibit classroom management and behavior management strategies
- Ability to execute and model non-physical de-escalation techniques when dealing with inappropriate behaviors
- Provides specified accommodations and modifications for growth and success of all students
- Keeps teacher and administrator well-informed about the students' progress and provides feedback in accordance with campus guidelines
- Take accurate daily attendance in accordance with attendance program

QUALIFICATIONS:

- HS diploma/GED required. Associate's (A.A.) or Bachelor's degree (B.A./B.S.) from an accredited college or university preferred. Applicants that have completed 1 year of student teaching experience or are currently in an approved teacher prep/internship program preferred.
- Strong personal alignment with the Cristo Rey mission
- Proven track record of personally achieving success
- Committed to educationally underserved students

How to Apply

- Candidates may apply either through the Cristo Rey OKC website or by clicking here.
- Candidates should complete all portions of the Cristo Rey OKC Leadership application, including submitting a resume, providing references, completing the essay questions, and providing transcripts. Any application that is not complete will not be considered.
- The interview process will include a review of provided materials, and potentially a phone interview, an in-person interview with the Principal, and a final interview with Cristo Rey OKC leadership.
- Position is open until filled.

Note: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position. Nothing in this job description

restricts management's right to assessing or reassessing job duties as required. This job description is not to be construed as a guaranteed contract of employment for a definite period of time.