



# ST. GABRIEL S C H O O L

BEING CHRIST · EVERY DAY · EVERYWHERE

9935 JOHNNYCAKE RIDGE ROAD  
CONCORD TWP., OHIO 44060  
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WWW.ST-GABRIEL-SCHOOL.ORG

## St. Gabriel School Job Description and Agreement 2020-2021

### Job: Substitute Teacher

- Description:** Daily substitute for teachers and aides in grades JR K to 8<sup>th</sup> Grade  
Short-term pay rate is \$85/day and \$42.50/half day  
Long-term pay rate is \$100/day
- Qualifications:**
- Bachelor Degree or higher in any subject matter
  - ODE license for “Substitute Teacher” or current teaching license
  - BCI and FBI background checks
  - Completion of VIRTUS program
  - Experience working with children in a supervisory role
- Duties:**
- Arrive at 7:00am and stay until dismissal is complete
  - Teach the daily schedule of a teacher or aide
  - Closely supervise all students in your care at all times
  - Follow lesson plans of the homeroom teacher
  - Perform all routine teacher duties (morning arrival, attendance, etc.)
  - Work collaboratively with teachers and school staff
  - Follow rules and procedures provided by school administration
  - Perform any other reasonable task as directed by school administration
  - Long-term subs develop lesson plans, provide grades and communicate with parents
- Responsibilities:**
- Support the Mission of St. Gabriel School.
  - Demonstrate trustworthiness and confidentiality.
  - Work professionally and cooperatively with school staff.
  - Display positive support for the school community and its progress.
  - Fulfill all duties listed in this Job Description.
  - Fulfill all responsibilities as described in the Substitute Handbook.

I hereby certify that I have read, I understand, and I agree to abide by the qualifications, duties, and responsibilities listed above; the St. Gabriel School Handbook, and the COVID-19 Return to Work Acknowledgment and Certification document.

I hereby certify that I will closely supervise all students with the greatest of care. I will maintain the utmost professionalism, trustworthiness, and confidentiality with all staff, student, and school information and daily occurrences, and I will exhibit behavior that will reflect well on the image and reputation and character of St. Gabriel Catholic School and Catholic Parish Community.

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Substitute Name (Please Print)