



Job Posting:
Kindergarten Homeroom Long-Term Substitute Teacher
Assumption Catholic School
February – June 2025

Assumption Catholic School is seeking a long-term substitute teacher for Kindergarten for a portion of the 2024-2025 school year. The position will begin on/around February 18, 2025. All qualified applicants are encouraged to apply.

Job Description:

- Overall lesson plans for the year to be shared with the substitute from the permanent teacher; substitute will need ability to adjust and prepare developmentally appropriate lessons.
- Organize assessment, reporting, and regular communication with parents.
- Maintain, as fully as possible, the established routines and procedures of the school and classroom to which he/she is assigned.
- Assume responsibility for overseeing student behavior in class and during morning recess and other activities.
- Attend relevant professional development activities on early-release days and relevant staff workdays (no accreditation support required).
- Maintain appropriate records including marking student absences and tardies.
- Report to the principal of any incidents of misbehavior.
- Follow all school policies, rules and procedures.

Reports to: Elementary Principal

Hours of duty:

- 7:30 am- 3:30 pm
- Approximately 82 school days

Compensation: This is negotiable based on experience and exact number of working days. Pay for full time, long-term substitutes is \$150/day. This is a temporary, non-benefited position

Qualifications: (Only qualified applicants will be reviewed.)

- Bachelor of Arts or equivalent.

- Teaching certification required.
- Willingness to promote and educate in Christian values and Biblical teachings. Preference will be given to practicing Catholics.
- Primary teaching experience (Grades K-2) preferred

Start date: February 19, 2024 (possibility to start earlier to shadow current teacher)

Deadline for applications: ongoing

Application procedures:

I. *Please fill out the following online application:*

Application for employment with the Archdiocese of Seattle found [here](#).

II. Then, please email the following items to the school principal and bookkeeper:

- 1.) CV/Resume- List all work experience and your education background
- 2) Letter of introduction
- 3) At least three professional references
- 4) Copy of your teaching certificate

Please email your application documents to Karen Evans at: theoffice@assumption.school

Note: The job posting can be found under “Employment Opportunities” on the school’s website at www.school.assumption.org.