



Substitute Teachers – Early Childhood and Elementary Grades

St. Theresa of Avila School is rooted in the Catholic tradition and serves students of diverse populations. Located on a beautiful campus in West Roxbury, Massachusetts, St. Theresa of Avila School has been educating the students of Boston and its surrounding communities since 1950. Our professional educators and staff provide a robust spiritual, academic and extracurricular environment for Nursery - 6th grade students. We highly value our employees and continuously work to provide professional development and support at all levels.

St. Theresa of Avila School is currently seeking Substitute Teachers to provide informed, engaged and differentiated instruction in our Early Childhood and Elementary Education programs. These positions report to the Acting Principal/Acting Head of School.

Responsibilities include but are not limited to:

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students.
- Establish a culture of learning that reflects the educational importance of the work.
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment.
- Work cooperatively with colleagues, students and/or parents as a liaison between the home and school whenever necessary.
- Attend to assigned duties (i.e., lunch, recess, etc.).
- Maintain a positive, flexible and pro-active professional attitude.

Qualifications:

- Current student pursuing degree in education.
- Strong verbal and written communication skills.
- Ability to adapt plans to specific classrooms and students.
- Positive, patient, caring attitude.
- The ability and commitment to work in a collaborative team environment.

Application Process:

Qualified candidates should submit the following via email to Mr. Thomas Doherty, Acting Head of School at tdoherty@staboston.org.

- Cover letter expressing your interest in the position
- Resume
- 3 professional references with contact information