



# REGIS HIGH SCHOOL

DEO ET PATRIAE PIETAS CHRISTIANA EREXIT

## PROCTOR

*FLSA: Non-Exempt, part-time  
Compensation: \$150 per day*

*Regis High School is a Catholic, Jesuit, college preparatory school for approximately 530 academically gifted and talented young men. Located in New York City and founded in 1914, Regis is the only Jesuit, full-scholarship high school in the country. Regis is committed to both academic excellence and fostering a spirit of generosity and service to those in need. Regis seeks to inspire and educate the ethnically diverse young men in its care to become imaginative Catholic leaders committed to promoting justice and exerting leadership in the Church, in their civic community, and in their future chosen profession.*

### ***Position Summary***

Regis High School is looking for an enthusiastic team-player to cover the classroom when the full-time teacher is required to teach remotely. This is an opportunity to gain experience working with students in a collaborative environment.

### ***Duties and Responsibilities***

- Provide support to teachers during classroom instruction and in remote learning
- Manage the classroom, promoting positive student behavior and engagement
- Ensure the safety and security of the students; maintaining social distancing and good hygiene practices
- Provide coverage for duties such as lunch, unstructured mods, arrival, and dismissal
- Additional duties as assigned

### ***Qualifications***

- Enjoys working with children
- Demonstrates strong technology skills
- Has prior experience with classroom management
- Has a positive attitude and ability to collaborate effectively with others
- Bachelors' Degree preferred

### ***To Apply***

Interested applicants should submit a cover letter, resume, statement of educational philosophy, and a list of three references by email to Ms. Silvia Gerber, Secretary to the Search Committee, [employment@regis.org](mailto:employment@regis.org). Qualified applicants, when all their required documents are submitted, will be contacted regarding next steps. Applications will be accepted until the position is filled. Regis is an equal opportunity employer.