



# UNIVERSITY OF DETROIT JESUIT

---

## HIGH SCHOOL AND ACADEMY

### **BUILDING SUBSTITUTE TEACHER (DAILY)**

**Job Summary:** U of D Jesuit is searching for a Building Substitute Teacher. This position reports to the school for every day of scheduled classes to be the substitute teacher for classes when the permanent teacher is out of the building. The “building sub” works with the Principal’s Office to ensure classes are supervised and lesson plans followed each day. The “building sub” may be asked to prefect lobbies and the cafeteria as needed throughout the day. The “building sub” is a critical component to the daily operation of the school.

**Our Mission:** We are a Catholic school in the Jesuit tradition dedicated to academic excellence, forming students to become **Men for Others** with Jesus as the model, and guiding them in the creation of a hope-filled future, all for the Greater Glory of God.

**Our Vision:** To be the leading school in southeast Michigan for young men and families seeking a community committed to academic excellence and the formation of the whole person.

**Our School:** U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Employees must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

**Application Procedures:** Submit cover letter, resume, and a completed teacher application form (located at [www.uofdjesuit.org/jobs](http://www.uofdjesuit.org/jobs)) to the email address indicated on the application form.

*U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.*

**Reports to:** School Principal and Assistant Principals. Works closely with the Principal’s administrative assistant.

**Employment Category:** Part-Time Instructional Staff

**Compensation:** \$150 daily rate of pay when school is in session. Eligible for limited benefits.

**Duties and Responsibilities:**

- Substitute teacher
- Provide a structured learning atmosphere
- Maintain positive control of the classroom
- Monitor student attendance and behavior

- Possess the ability to develop positive working relationships with students, administrators, and staff.
- Have a flexible approach to each school day.
- Other duties as assigned by the Principal's Office.

All teachers at U of D Jesuit are encouraged to actively support the mission of the school by supporting the Campus Ministry and Service department and actively manifesting our mission, vision, and values as part of their professional practice.

*This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.*

**Desired Qualifications:**

- Bachelor's degree
- Experience with teaching, coaching, or customer relations.
- Be familiar with and committed to the mission of Jesuit education.

**Other Skills and Abilities:**

- Passion and competency to engage students in a rigorous college preparatory curriculum.
- Ability to effectively utilize digital applications and educational technology software for a student-centered learning model and varied instructional strategies.
- Knowledge and commitment to diversity, equity, and inclusive classroom management strategies.
- Collaborative nature in teaching to foster positive working relationships with students and faculty.
- Effective communication, organizational, and interpersonal skills.

**Physical Working Conditions:** The job may require lifting lightweight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds). Lengthy periods of standing.

**Working Environment:** Regular exposure to favorable conditions like those found in a normal office with occasional exposure to objectionable conditions or variations such as those in variable weather conditions or light industrial settings.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.