Substitute Teacher – Preschool - Grade 2

Bishop Leibold School

Do you enjoy working with young children and helping them discover the joy of learning? Bishop Leibold School is seeking **caring, dependable, and enthusiastic Substitute Teachers** to join our Preschool–Grade 2 teaching team!

This is a wonderful opportunity for individuals who enjoy working with young learners, value flexibility, and want to contribute to a welcoming Catholic school community. **Our flexible scheduling allows substitute teachers to accept assignments based on their individual availability**, making this an ideal opportunity for retired educators, experienced teachers, individuals with early childhood experience, or those seeking a rewarding part-time role.

As a Substitute Teacher, you will help create a nurturing, safe, and engaging classroom environment where young children can develop foundational academic and social skills, build confidence and independence, and discover a love of learning.

What You'll Do

- **Support Early Learning:** Follow teacher-provided lesson plans and guide students through age-appropriate, engaging learning activities.
- **Encourage Student Growth:** Help children develop foundational academic skills, social skills, independence, and confidence.
- **Create a Nurturing Environment:** Maintain classroom routines, encourage positive behavior, and foster a caring atmosphere where children feel safe and supported.
- **Support Individual Learning Needs:** Assist students with assignments, provide individual or small-group guidance, and implement classroom accommodations as directed.
- **Ensure Student Safety:** Supervise children during classroom activities, snacks, lunch, recess, transitions, and other daily routines.
- **Collaborate with School Staff:** Work closely with classroom aides, teachers, and administrators to support student needs and uphold the Catholic mission and values of Bishop Leibold School.

What We're Looking For

We welcome candidates who are patient, dependable, and enthusiastic about helping young children learn and grow.

Ideal candidates will demonstrate:

- A warm, caring, and encouraging approach to working with young children.
- Strong classroom management, communication, and organizational skills.
- An understanding of early childhood development and age-appropriate learning activities.
- Flexibility, initiative, sound judgment, and professionalism.
- A commitment to student safety, confidentiality, and positive behavior guidance.
- Respect for and willingness to support the Catholic identity and mission of our school.

Required Qualifications

- Valid Ohio teaching or substitute teaching license, as applicable to the assignment.
- Ability to effectively supervise students and implement teacher-provided lesson plans and classroom routines.

Preferred Qualifications

- Previous teaching, substitute teaching, early childhood, or elementary classroom experience.
- Familiarity with Catholic education or faith-based learning environments.

Position Details

- **Schedule:** Part-time, non-exempt, as-needed position during the school year. Flexible scheduling allows substitutes to accept assignments based on their availability and school needs.
- **Reports To:** Principal.
- **Physical Requirements:** Ability to stand, sit, and walk for extended periods; occasionally lift and carry up to 25 pounds; and bend, kneel, and reach as needed.
- **Other Requirements:** Ability to communicate effectively with students, parents, teachers, and school staff and use standard classroom technology and equipment.

Professional Expectations

Substitute Teachers are expected to maintain the confidentiality of student and family information, demonstrate ethical and professional conduct, submit weekly timesheets as applicable, and perform other duties as assigned by the Principal or designated school administrator.

Make a Difference — One School Day at a Time!

At Bishop Leibold School, every school day is an opportunity to inspire curiosity, build confidence, and help young learners grow. If you enjoy working with young children and appreciate a flexible schedule, **we invite you to join our caring Catholic school community!**

To Apply: Please visit our Employment/Volunteer Openings page to download the Application for Employment. Then submit your resume, cover letter, and completed application to **employment@stjohnpaulii.org**.