Substitute Teacher – Grades 3–8

Bishop Leibold School

Do you enjoy working with elementary and middle school students, encouraging independent thinking, and helping young people reach their potential? Bishop Leibold School is seeking **dependable, enthusiastic, and adaptable Substitute Teachers** to join our Grades 3–8 teaching team!

This is a wonderful opportunity for individuals who enjoy working with older elementary and middle school students, 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, or those seeking a rewarding part-time role.

As a Substitute Teacher, you will help maintain a positive and productive classroom environment while supporting students as they strengthen academic skills, develop greater independence, and build the confidence and responsibility needed for continued success.

What You'll Do

- **Lead Classroom Learning:** Follow teacher-provided lesson plans, deliver instruction, and keep students engaged in meaningful learning activities across a variety of subjects.
- **Encourage Critical Thinking:** Support students as they develop problem-solving skills, personal responsibility, and greater independence in their learning.
- **Create a Positive Environment:** Maintain classroom routines, establish clear expectations, and encourage respectful behavior and positive student interactions.
- **Support Student Success:** Assist students with assignments, provide individual or small-group guidance, and implement classroom accommodations as directed.
- **Ensure Student Safety:** Supervise students during classroom activities, lunch, recess, class transitions, and other assigned responsibilities.
- **Collaborate with School Staff:** Communicate effectively with teachers and administrators, provide feedback on the school day, and support the Catholic mission and values of Bishop Leibold School.

What We're Looking For

We welcome candidates who are flexible, dependable, and enthusiastic about helping elementary and middle school students succeed.

Ideal candidates will demonstrate:

- A positive, respectful, and encouraging approach to working with elementary and middle school students.
- Strong classroom management, communication, and organizational skills.
- The ability to adapt to different subject areas, classroom environments, and student learning needs.
- Confidence in maintaining classroom expectations and encouraging student responsibility.
- Flexibility, initiative, sound judgment, and professionalism.
- A commitment to student safety, confidentiality, and positive student behavior.

- Respect for and willingness to support the Catholic identity and mission of our school.

Required Qualifications

- **Valid Ohio teaching or substitute teaching license.**
- Ability to effectively manage an elementary or middle school classroom and implement teacher-provided lesson plans.

Preferred Qualifications

- Previous teaching, substitute teaching, or elementary/middle school 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 and reach as needed.
- **Other Requirements:** Ability to communicate effectively with students, teachers, and parents and use standard classroom technology and office 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 students, encourage independence, and support their academic and personal growth. If you enjoy working with elementary and middle school students 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**.