



All Saints
Catholic

All Saints Catholic Schools
217 S. Monroe St.
Bay City, MI 48708
(989) 892-2533
ascbaycity.org

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

Job Description

Position: Building Substitute Teacher and Electives Co-Teacher

Status: 10 Month Employee – Full Time – Salary - Exempt

Hours: 7:15 am - 3:15 pm

Reports to: The President and Building Principal

Position Overview:

All Saints Catholic Middle and High School, a Catholic school community, exists to build up the Body of Christ through the intellectual and spiritual formation of students. We strive to form young people who are vibrant in faith and passionate about life. Teachers are key in the process of helping students to learn how to flourish academically, as disciples of Jesus, psychologically, physically, and creatively. They are responsible for creating the unique Catholic school environment, characterized by welcoming and harmonious relationships between, students, teachers, parents, and the wider school community. Teachers model for students that the pursuit of wisdom brings through.

Major Duties and Responsibilities

- Demonstrate effective planning skills by preparing and/or delivering lessons designed to implement stated goals and objectives and by incorporating school and diocesan curriculum objectives in lesson plans or sequences.
- Demonstrate the ability to become competent in teaching by demonstrating current, thorough knowledge of curriculum and subject matter and be able to communicate effectively with students; be able to organize classroom learning and materials to maximize student time on tasks as well as motivate student learning.
- Incorporate information technology and 21st Century Skills into the classroom.
- Provide one-on-one or small group instruction to students who have difficulty grasping a concept.
- Establish a positive disciplinary approach that upholds the dignity of the human person and inspires the pursuit of virtue.
- Create an engaging classroom that encourages student participation and makes learning fun.



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- Maintain a welcoming and positive learning environment.
- Lead or accompany field trips for different grade levels.

Record Keeping Duties

- Maintain various required records and data such as grades, daily attendance, discipline issues, etc. according to established policies and procedures, ensuring the accuracy and timely availability of such information.

Professional Responsibilities

- Support of and commitment to the mission and vision of All Saints Catholic.
- Model the importance for lifelong learning through commitment to ongoing professional development and annual faculty or staff evaluation.
- Contribution to discussions and ideas impacting the learning environment at All Saints while maintaining professionalism and respect.
- Establish and model behaviors that promote high expectations for students, staff, and faculty.
- Abide by all diocesan and school policies, procedures, and regulations.
- Maintain confidentiality of information, display sound judgment in dress and general behavior.
- Support school activities such as school assemblies, morning, or afternoon duties that include the supervision of students.
- Attend staff meetings, parents' evenings, celebration events, parent information evenings, and similar important functions out of school hours.
- Utilizing a proactive and responsive framework, within the policies of All Saints Catholic, to include students, staff in activities and programs that support student growth.
- Establish and maintain effective, professional relationships and work in harmony with other school and district staff, supervisors, parents, students, parish, and general public.
- Show flexibility, patience, and a genuine caring attitude towards students.
- Work directly with the President of All Saints to facilitate community outreach and projects through the school year.
- Notify the School Secretary as early as possible if they are going to be absent from the school and set appropriate work, as indicated in the staff absence policy.



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Candidate Profile:

All Saints teachers/staff need to have a sincere love for students, a diligent approach to planning and organizing lessons, a proficient level of classroom management, a commitment to joyful collegiality, an ability to communicate effectively with parents, willingness to engage in the religious parts of the school day, and a strong foundation in all facets of the curriculum.

- Professional in demeanor.
- An ability to connect with people and move them to action.
- Exceptionally high level of honesty and integrity.
- Self-starter with lots of initiative and follow through.
- Sustained positive attitude; and
- Highly organized and detail oriented.
- Strong communication and collaboration skills with staff, students, and families.
- Cultural awareness of your native culture and the culture of the language you are teaching.
- Be able to adapt to changing situations with patience and flexibility.
- Experience in demonstrating the ability to establish and maintain cooperative and effective working relationships with students, families, faculty, and administration.
- Experience in planning and executing community-based events.

Qualifications

- Completed at least 60 college credit hours.
- Working toward a valid State of Michigan teaching certificate and a commitment to enroll in a state approved program.
- Ability to work cooperatively with administration, teaching staff, students and parents in the ongoing task of providing the best possible education for all students.
- Willingness to accept feedback.
- Ability to function under stress.

Working Conditions:

- Some early morning, late afternoon, evening and weekend work outside of regularly scheduled work hours may be required.
- The ability to be outside in the elements for 30-90 minutes in all seasons of weather.
- Must be able to remain calm during high stress situations.
- Must provide confidentiality with the exception of situations that are constituted as mandated reporting.



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- Regular office work at desk/computer
- The ability to lift 25 pounds without assistance.
- Regular, reliable attendance is required.
- Travel throughout the diocese and to related professional development opportunities.

Additional Requirements

- Attend the Dioceses of Saginaw Safe Environment Training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

Contact Information: Email letter of intent, résumé, list of professional references and DOS application to: sarah.anderson@ascbaycity.org

Sarah Dowling-Anderson
President of All Saints Catholic School
Middle School and High School Principal

217 S Monroe St
Bay City, MI 48708
989-892-2533
989-892-7188 (fax)

Deadline to apply: June 30th. 2024 or until filled