



ST. ROBERT **2nd Grade Maternity Leave Teacher**
CATHOLIC SCHOOL



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Job Description

St. Robert Catholic school is seeking a dedicated and student-centered 2nd grade maternity leave substitute for the 2026-2027 school year. The job will begin tentatively in early September and end in December. The ideal candidate will foster a positive, inclusive classroom environment and deliver engaging instruction aligned with state academic standards. This position involves teaching core subjects, supporting diverse learners, and collaborating with staff and families to promote student success.

Key Responsibilities of the Teacher are:

- Share and support the mission, philosophy, goals, and objectives of the school.
- Be accountable to Archdiocesan curriculum standards for all assigned curricular areas.
- Design, plan and implement engaging and effective lessons for students.
- Maintain updated curriculum for all areas of teaching responsibility in accordance with published format for pacing calendars, alignment grids, and unit plans.
- Utilize a variety of methods of instruction and assessment, integrating technology and visual arts across disciplines.
- Maintain a clean, organized and effective classroom environment.
- Collect and analyze data to inform instructional decisions.
- Navigate and make use of technology to enhance student experience and work with colleagues using Google software.
- Communicate regularly with parents regarding classroom activities, behavior, and progress (newsletters, phone calls, e-mails, notes, conversations, meetings).
- Make every reasonable attempt to respond to messages (electronic, voice, paper) within 24 hours of receipt.
- Fulfill various supervisory responsibilities as assigned by the Principal.
- Plan and participate in any learning support team meetings scheduled by the learning specialist or Principal.
- Cooperate with the faculty in the planning and execution of special projects and events.
- Sensitivity to and understanding of children and adults of varying temperaments, learning styles, cultural backgrounds, and abilities.
- Professional attire, communication, and demeanor.
- Must be resourceful, creative and have an ability to collaborate with a variety of people including but not limited to colleagues and parents.
- Participate in ongoing professional development related to areas of assigned professional responsibility.
- Attend weekend and evening events as directed by the Principal.
- Contribute professional, collaborative service to level teams, curriculum teams, and faculty leadership teams as assigned.

- Serve as a role model of the Catholic faith, witness of Gospel values and uphold the teachings of the Catholic Church.
- Must be a practicing, faithful Catholic if teaching Religion classes specifically.
- Abide by the regulations in the *Faculty Handbook* and *Archdiocese of Milwaukee Policies and Regulations*.

Requirements

- ❖ Possession of a Bachelor's degree with at least 12 credit hours of educational courses.
- ❖ Valid Wisconsin teaching license preferred.
- ❖ Reasonable knowledge of use of technology in regards to Google software.
- ❖ This person must be available to work Monday through Friday from 7:30 a.m. – 3:30 p.m. during the school year.
- ❖ Employee will be regularly required to walk, use hands, talk, hear, or smell. The employee will frequently need to sit, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifteen pounds.
- ❖ Safe Environment training required and Background Check required.

Please apply at <https://wecan.waspa.org/Vacancy/262420>