



ST. JOSEPH CATHOLIC SCHOOL

EXCELLENCE IN CATHOLIC EDUCATION

DIOCESE OF YAKIMA ST. JOSEPH'S CATHOLIC SCHOOL - Kennewick

Position Description

JOB TITLE: Substitute Teacher -

DEPT/ PROGRAM ST. JOSEPH CATHOLIC SCHOOL, Kennewick

TITLE OF SUPERVISOR: Catherine Valiant, School Principal

POSITION CLASSIFICATION: Hourly

DATE PREPARED: August 11, 2025

SALARY RANGE: \$136/day, \$19.00/hr

BENEFITS:

Employee benefits are not available for employees working less than 20 hours a week.

Vacation: no vacation accrual

*****Preference will be given to practicing Catholics. Non-Catholic applicants who can support the teachings of the Catholic Church regarding faith and morals in both word and action are welcome to apply. *****

SCHOOL MISSION

ST. JOSEPH'S CATHOLIC SCHOOL is a community that functions through the collaborative efforts of teaching professionals, parents and students. Our mission is to academically prepare our students for their future, to impart the nurturing love that Jesus Christ teaches us through our Catholic faith, and to foster the students' moral accountability to themselves and their communities at large. St. Joseph Catholic School is a dynamic, faith-filled community where each child is challenged to excel and grow in body, mind, and spirit as an image of God in our world.

POSITION SUMMARY

The substitute teacher's primary role is to maintain classroom continuity in the absence of the regular teacher, implementing provided lesson plans, managing the classroom environment, and ensuring student engagement and learning. They need to be adaptable, manage student behavior, and communicate effectively with school staff and students.



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MAJOR RESPONSIBILITIES:

The following are essential duties associated with the position of a Substitute Teacher:

I. Primary Tasks

- **Implement Lesson Plans:** Follow the lesson plans and instructions left by the absent teacher.
- **Classroom Management:** Maintain a positive and productive learning environment, managing student behavior and ensuring safety.
- **Instruction:** Deliver lessons, facilitate learning activities, and provide instruction as needed.
- **Student Engagement:** Encourage student participation, provide support, and adapt teaching methods to meet diverse learning needs.
- **Communication:** Communicate effectively with students, staff, and administration regarding student progress, behavior, and any issues.
- **Record Keeping:** Take attendance, record grades, and complete other necessary administrative tasks.
- **Supervision:** Supervise students during class time, lunch, recess, and other activities.

II. Primary Skills

- **Adaptability:** Ability to quickly adapt to different classrooms, subjects, and student needs.
- **Classroom Management:** Strong ability to manage student behavior and maintain a positive learning environment.
- **Communication:** Excellent verbal and written communication skills to interact effectively with students, staff, and parents.
- **Organization:** Ability to organize and manage classroom activities, materials, and records.
- **Flexibility:** Willingness to work with different age groups and subject areas.
- **Patience and Empathy:** Ability to understand and support students with diverse learning needs.



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WORK SCHEDULE:

The Substitute Teacher may work either a full day, 7:30 AM - 3:30 PM, or a morning or afternoon half-day shift. Depending on the grade level, times vary. It is the attendance standard of the Diocese of Yakima for all teachers to be present and on time each day that they are scheduled to teach.

PHYSICAL REQUIREMENTS:

1. Work is primarily performed in a classroom environment. Centers are dynamic, with a high level of activity. Work may also be performed at community sites for field trips.
2. Teacher must be able to physically perform all job duties
3. Stand, up to 95% of the day
4. Assume postures that best allow physical and visual contact with children
5. Must be able to sustain a high level of energy
6. Bend to perform various tasks numerous times throughout the day
7. Have the ability to move from a seated position to a standing position promptly to respond to emergency situations
8. Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time
9. Both indoor and outdoor environments are typically found in a school classroom. Depending upon activities and season, may be required to be outdoors for regular, prolonged activities.
10. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well being
11. Must be able to excel in an ambiguous and continuously changing, competitive environment
12. Teacher will be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of children

NON-PHYSICAL REQUIREMENTS:

I. Qualifications:

1. Valid Washington state Teaching Certificate in K-8 Education and/or other endorsements to meet the needs of the position.
2. The Teacher should have experience in classroom teaching and curriculum development, and be supportive of professional development efforts as instructed by the School Principal.
3. The Teacher should have deep knowledge of the developmental needs of students.
4. Ability to create a progressive environment where students achieve their personal best on a daily basis.
5. Excellent communication and collaboration skills when working with parents, students, and other staff. Strong communication between teachers and families, is integral to the success of the school community.



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III. Additional Skills:

1. Able to maintain confidentiality
2. Excellent organizational skills required
2. Able to maintain a positive, team-oriented work attitude
3. Ability to work proactively, collaboratively, inclusively, and respectfully with others
4. CRP and First Aid Certification or willingness to obtain them
5. Experience working with diverse students and communities facing social challenges

ACKNOWLEDGEMENT

THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN.

THE DIOCESE OF YAKIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

The Diocese of Yakima is an equal opportunity employer without regard to race, sex, color, place of national origin, age, or disability in otherwise qualified individuals as defined by EEOC regulations (§1630.2(m) and (n) and Title I of the Americans with Disabilities Act (ADA)). This is subject to the recognition that there are certain positions within the Diocese in which membership and active participation in the Catholic Church are required and / or desirable in order to fulfill the responsibilities of the position.

Signature of Employee Date

Signature of Supervisor Date

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