



SUBSTITUTE TEACHER- NOTRE DAME HIGH SCHOOL

July 9, 2024

Our Mission:

Notre Dame High School, a ministry of the Sisters of Mercy, seeks to prepare students for college by providing a challenging academic environment that stimulates students intellectually, physically, and spiritually, in a community that respects diversity of backgrounds and perspectives, thus inspiring life-long learners, critical thinkers, and compassionate, responsible citizens of the world.

Summary:

Substitute Teachers lead instruction in assigned classrooms in the absence of regular classroom teachers. Substitute Teachers are responsible for helping students build knowledge and skills according to teacher-planned lessons. Once hired, Substitute Teachers accept day-to-day assignments across all curriculums and grade levels 7-12.

This job reports to: Office Manager

Location: 1400 Maple Avenue, Elmira, NY 14904

Anticipated Dates: As needed.

Posting Dates: Applications are taken continually.

Notre Dame High School and The Sisters of Mercy value diverse perspectives and life experiences. We encourage people of all backgrounds to apply. Retired teachers are encouraged to apply.

Job Qualifications

- **Preferred:** candidates with Teacher Certification OR BS degree.

Required Qualifications:

- Effective and resourceful interpersonal skills including effective and proper communication with students, parents, faculty, staff and community members; positive attitude.
- Ability to work independently and as a productive and efficient member of our team.

Desired Characteristics:

- An educational leader whose competency, energy, and commitment will help ensure that students thrive.
- Proven ability to interact effectively with students and their families.

STATEMENT OF NON-DISCRIMINATION All school staff of Catholic schools of the Sisters of Mercy shall be employed without regard to race, color, sex, ethnic or national origin and will consider employment for all qualified applicants.

Interested candidates may submit their letter of intent and resume to:

Mollie Ripley
Board of Trustees President
Notre Dame High School
1400 Maple Avenue
Elmira, NY 14904

or email: ripleym@notredamehighschool.com