



St. Monica's
MONTESSORI

*Guiding children to reach their full potential
and divine purpose.*

Substitute Position Description

Position Title:	Substitute
Reports to:	Director of School
Receives work direction from:	Director of School
This position is:	On-Call (PT)
FLSA:	Exempt: Professional – Teacher
Schedule:	8:30 AM to 3:30 PM
Compensation:	\$125 for full-day

Purpose of Position: Be present to supervise children and assist the Staff on school contact days from 8:30 AM to 3:30 PM or alternative hours as specified by the Director of School.

School Mission: Combining the truth, beauty, and goodness of the Catholic faith with the genius of Montessori philosophy, we guide children to discover, enjoy, and attain their divine mission in this life and the next. Our students thrive in an environment that values wonder, discovery, community, and independence. The generosity of the community as a whole joins integrally in this task of forming the next generation of children, ensuring families of all income levels have access to a premier education.

***GENERAL RESPONSIBILITIES:** Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Fargo Diocese, such that it can embarrass the Church or give rise to scandal.

PRACTICAL RESPONSIBILITIES:

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more effort, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- B. To participate in creating a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork within the staff and community.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- D. Maintain professional standards of confidentiality.