



## ***Academic Support/Substitute Teacher***

**Program:** Nazareth Prep

**Reports to:** Chief Curriculum Officer

**Hours:** 40 hours, Monday- Friday, flexibility on some evenings due to events.

**Location:** Main Campus

**Please Note:** *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

### ***HFI Mission Duties:***

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

### **About Nazareth Prep**

Nazareth Prep is an independent Catholic high school that provides a rigorous, internship-centered education focused on next generation skills for college and careers. Through a vibrant, challenging, and religious school life, Nazareth Prep students find their vocations and learn to transform their lives and the world as compassionate, creative, and critical thinkers, doers, and saints.

We believe in creating a team of experienced educators who maintain high expectations for our students and who work tirelessly to support each student's learning, growth, and development. We believe in building a mission-driven culture that is open to faithful listening, loving relationships and recognizing God in the everyday activities of life.

### **Academic Support Teacher**

Nazareth Prep seeks a dynamic and dedicated academic support teacher to substitute teach when teachers are absent, support student learning in traditional and hybrid courses and to assist with project-based learning activities.

### ***Professional Commitments, Duties and Dispositions***

- Exhibit an ethic of servant leadership that is consistent with the historic and contemporary social justice mission of Catholic Schools as guarantors of academic excellence and opportunity in underserved and marginalized communities.
- Affirm the religious identity of the school through participation in Catholic mass, interfaith services and in faculty and staff retreats.
- Demonstrate a sensitivity to issues of diversity, equity and inclusion and a commitment to continued learning about culturally sustaining practices.
- Participate in on-campus, off-campus and virtual professional development and engage in independent research to stay abreast of developments in teaching, research and pedagogy in teaching disciplines.
- Consistently enforce school policies and assume responsibility for the supervision and safety of all students on campus.
- Respect confidentiality of student records and information.

### ***Substitute Duties***

- Participate in the school-wide daily morning meeting and prayer.
- Review and deliver the lesson assigned by the class teacher.
- Ensures that students are on task and actively participating in whole class and group activities for the entire class period.
- Ensure that students in classes assigned to independent work make timely progress through the assignment and work for the entire class period.
- Follow all classroom policies stipulated by the class teacher and all school policies regarding student conduct, dress code and attendance during class hours.
- Follow all school policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Complete the substitute report form each day or period of coverage and provide other feedback as requested by school leaders.
- Consult, as appropriate, with school leaders before initiating any lesson or other procedure not specified in the teacher's plans.
- Should a long-term substitute assignment arise, prepare and deliver daily lesson plans in consultation with school leaders and the academic department of the absent teacher.
- Actively monitor students in the hallway during transitions.

- Complete the absent teacher's assigned community duties for the day (lunch duty, bus dismissal supervision etc.)

### ***Course Support Duties***

- Ensure that students in select hybrid courses, with remote instructors, are actively engaging in the live lessons and keeping pace with the teacher and the assigned work throughout the class period.
- Monitor students during hybrid class study halls to ensure that they are actively working on course assignments for the entire period.
- Ensure that students in hybrid classes observe all school and class student conduct and dress code policies.
- Maintain accurate attendance records and notes in the learning management system for all hybrid classes supervised.
- Collaborate with class teachers to provide additional academic support and differentiated instruction to students in traditional core and elective classes.
- Collaborate with teachers and grade-level advisors to provide support for student research, production and presentation of projects for project-based learning units and for the grade-level spring mission projects.

### ***Qualifications***

- Bachelor's degree.
- Two or more years of experience in education is preferred.
- Strong communication and interpersonal skills.
- Strong digital technology skills.
- Willingness to learn and to grow in professional craft.
- Ability to model tenacity and resilience in living our learning mission.
- Must have Act 33/34 and FBI clearances and driver's license
- Must be able to pass a pre-employment drug screen

### **COMMITMENT TO SOCIAL JUSTICE**

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all

are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

**Holy Family Institute is an Equal Opportunity Employer**