



# Diocese of Fort Worth Position Description

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**Position:** Substitute Teacher  
**Date Revised:** October 16, 2019  
**Reports to:** Principal  
**Location:** Holy Trinity Catholic School  
3750 William D. Tate Avenue  
Grapevine, Texas 76051  
[www.fwdioc.org/employment](http://www.fwdioc.org/employment)

**The Diocese of Fort Worth, Texas** includes 91 Parishes and 19 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

**General Position Summary:** The Substitute Teacher fulfills the mission of the Catholic school by helping students to learn subject matter and/or skills that are required for scheduled lessons in the absence of the regular classroom teacher within the framework of the school's philosophy, organization, and curriculum. The Substitute Teacher provides the appropriate learning atmosphere and activities; and provides meaningful instruction for the students in their charge. The Substitute Teacher has decision-making responsibilities within the expectations of the classroom teacher and in keeping with school policies. The position is hired and evaluated by the Principal.

## **Principal Accountabilities:**

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintains confidentiality regarding school matters
- Reports to the school office at the beginning of the school day to obtain necessary materials, schedule, and keys
- Returns materials, schedule, and keys to the office at the end of the day and follows appropriate sign-out procedures
- Provides appropriate material and resources for students to engage in learning
- Carries out a program of study prescribed in the lesson plans provided by the classroom teacher
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Guides the learning process toward the achievement of curricular goals and objectives as indicated in the lesson plan assigned
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives



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- Maintains current and accurate records according to school policy, takes attendance and provides written reports to the classroom teacher
- Practices positive, consistent discipline in the management of the classroom
- Communicates with the teacher regarding academic, behavioral, or safety concerns
- Demonstrates professionalism in conduct, demeanor, and work habits

### **Typical Decisions and/or Recommendations Made in This Position:**

- The Substitute Teacher has decision making responsibilities within essential job functions, in keeping with school policies.

### **Supervision Given and/or Received:**

- Supervised by the Principal
- Supervises students

### **Internal Contacts:**

- Principal
- Assistant Principal
- Co-workers

### **External Contacts:**

- Parents/Guardians
- Students

### **Working Conditions and/or Physical Requirements:**

- Required to work before or after school schedule
- Required to manage high to moderate levels of stress
- Required to work in standard school conditions
- Required to lift or carry supplies, books, furniture (depending on weight of furniture such as lunch tables), and equipment
- Required to maintain composure and avoid inappropriate displays of anger
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations with noise, activity, and inclement weather
- This position works in a typical office environment, but is subject to stress due to the evolving and quickly expanding business needs, tight deadlines and heavy workloads

### **Education and Experience Preferred:**

- Bachelor's degree



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### Knowledge and Skills Preferred:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of child development, learning, and behavior
- Able to manage student behavior in classroom setting
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in motivating and engaging students providing a positive roll model
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

**FLSA Designation:** Non-Exempt

_____ Position Description Approved By	_____ Date

***Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.***