

**Job Title:** Short-Term Latin Substitute (November 1st thru December 17th)

**Reports To:** Assistant Principal of Curriculum Design and Instruction

**Classification:** Temporary

St. Mary’s Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary’s fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

**General Job Summary**

· Teach Latin classes- Levels 1, 2, 3

· Work in collaboration with faculty

· Ensure all CDC and OHA COVID-19 protocols are being followed by students.

· Supervision of lunch, arrival, departure, and hallways

· Support learning and safety of students

· Communicate as necessary with Administration and other department staff

· Other duties as assigned

**Specific Job Parameters**

Courses: Latin 1, 2, and 3 for a total of 3 sections

Additional responsibilities: in-house substitution as needed.

Desired qualifications: TSCP licensure Preferred

Compensation: $160/day dependent on teaching load, no additional benefits.

Position posting open until filled

Please Email: Letter of interest, resume and references to:

St. Mary’s Academy

Kari Forrer, Human Resources

kari.forrer@smapdx.org

**St. Mary's Academy is an equal opportunity employer.**

**ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INQUIRY.**