

Owensboro Catholic Schools is looking for Substitute Teachers. Substitutes may work at the K-3 Campus, 4-6 Campus, Middle School and High School. This is a non-contracted position and work availability varies based on need.

**Position Summary:** Provide continuation of instruction and management of students in absence of the regular teacher in a variety of content areas and grade levels.

**Qualifications:**

**Required:**

- Completion of 64 college credit hours and an official transcript for validation
- Classroom Management Skills
- Successfully complete a criminal history and background check

**Preferred:**

- Be a retired teacher
- Hold teaching certification or a Statement of Eligibility
- Be a Teacher in Training. To qualify in the category, candidates must meet one of the following criteria
  - Be enrolled in a teacher education program and have completed 64 credit hours with a minimum GPA of 2.5, or
  - Hold a Bachelor's degree and have completed a minimum of 12 credit hours toward a Master's degree in Education
- Be a practicing Catholic in good standing with the Church

**Essential Functions and Responsibilities:**

- Provide effective continuation of instruction based on lesson plans and/or instructions provided by the regular teacher
- Effectively communicate assignments and instructions to students and provide assistance
- Follow all safety and emergency procedures established by the school
- Supervision of students using proper classroom management techniques
- Provide detailed notes and feedback to the regular teacher

Owensboro Catholic Schools is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter [brooke.hattabaugh@owensborocatholic.org](mailto:brooke.hattabaugh@owensborocatholic.org) or write Brooke Hattabaugh, Owensboro Catholic Schools Human Resources, 1524 W Parrish Ave, Owensboro, KY 42301.