CHRISTIAN BROTHERS ACADEMY
SYRACUSE, NEW YORK

LONG-TERM SUBSTITUTE

7th Grade Math: November 9th - December 22nd
High School Math: January 4th-8th

Christian Brothers Academy is a private, Catholic, coeducational college preparatory school established in 1900 by the Brothers of the Christian Schools, a religious order founded by St. John Baptist de La Salle. The student body of 7th through 12th graders reside in Syracuse and over 30 different surrounding communities. The school enjoys a rich and distinguished tradition of academic, spiritual, athletic, and co-curricular excellence. The typical CBA graduate matriculates directly to a 4-year college.

CBA operates with an administrative team of President, Principal, Assistant Principals for Academic Affairs, Student Affairs, and the Junior High School. The Directors of Athletics, Admissions, Campus Ministry, Advancement, Guidance, and Finance have prominent roles at the school.

POSITION DESCRIPTION

The long-term substitute is responsible for providing classroom coverage for a teacher who is absent for an extended period of time. The long-term substitute works the regular hours of the absent classroom teacher during his/her absence.

JOB DUTIES

1. Teaches content and skills in subject area utilizing curriculum created by CBA and NYS.
2. Develops lesson plans and supplementary materials which are aligned with the curriculum of the course(s) taught.
3. Evaluates academic and social growth of students, prepares report cards, keeps appropriate records and other necessary records/notes as necessary.
4. Evaluates each student's progress in meeting the course standards.
5. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
6. Identifies student needs and cooperates with other professional staff members in assessing and helping students grow as individuals.
7. Communicates with parents and school counselors on student progress.
8. Supervises students in assigned out-of-classroom duties (lunch, study hall, etc.) during the working day.
9. Participates in faculty meetings and staff development days.

10. Performs any other related duties as assigned by the Principal or other appropriate administrator.

JOB SPECIFICATIONS

- Supportive colleagues will assist as needed with lesson planning and classroom management

JOB QUALIFICATIONS

- Well-suited for the ministry of Catholic/Lasallian education.
- Preferred degree in education or related field; Two or more years experience.
- Desire and ability to work collaboratively with the teachers, guidance counselors, administrators, and parents.
- Excellent organization, planning, and communication skills.