



St. Ignatius Catholic School

Holy Apostles

6180 N. Meridian Road, Meridian, Idaho 83646

www.stignatiusmeridian.net

208.888.4759

Thank you for your interest in a position at St. Ignatius Catholic School. Please complete the following application and return all items to St. Ignatius Catholic School.

1. A cover letter explaining why you are interested in this position
2. Roman Catholic Diocese of Boise Certified School Position Application
3. Resume including references
4. Completed applicant questions (attached)

Once your application packet has been received, you will receive a confirmation email. Incomplete packets will not be accepted. If you have any questions or would like additional information about the hiring process, please call or email me.

Sincerely,

Andi Kane

St. Ignatius Catholic School Principal

Email complete materials (preferred method) to: employment@stignatiusmeridian.org

Mail packets to:

St. Ignatius Catholic School

Attn: Andi Kane

6180 N Meridian Rd.

Meridian, ID. 83646

Phone: 208-888-4759



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POSITION TITLE: Long Term Substitute

JOB SUMMARY: A long-term substitute teacher at St. Ignatius Catholic School will serve as a classroom teacher for the last months of the school year. The long-term substitute will work with the existing classroom teacher to plan and prepare to meet the needs of students in the classroom. All teachers at St. Ignatius are invited to embrace the unique, student-centered, and highly individualized model of education through specific instructional methods outlined in the school's academic design.

REPORTS TO: School Principal

DUTIES & RESPONSIBILITIES:

- Supports the mission and philosophy of St. Ignatius Catholic School through speaking, acting, and instructing in a manner consistent with the teachings of the Catholic Church. <http://www.stignatiusmeridian.net/Mission-and-Philosophy>
- Supports the academic design of the school with its strong emphasis on high individualization and care for every student. <http://www.stignatiusmeridian.net/curriculum>
- Adheres to the Code of Conduct and to the policies and procedures of the school and the Catholic Diocese of Boise.
- Desires to grow in a personal faith, and strives to model the teachings of Jesus in attitude and example.
- Assists and participates in school faith activities such as Mass, prayer, retreats, and service projects.
- Maintains professional, cooperative, and friendly relationships with students, parents, visitors, and all staff.
- Demonstrates effective planning skills.
- Maintains professional confidentiality at all times.
- Assists in shared student supervision duties such as recess, lunch, drop-off and/or pick-up when assigned.
- Communicates professionally and frequently with parents through student grade reporting, newsletters, website updates, conferences, etc.
- Attends and participates in staff meetings, teacher collaboration times, and both internal and outside professional development as requested.
- Cultivates a classroom environment where students feel welcome, loved and safe.
- Maintains a high-functioning classroom environment through effective management and clear student expectations.
- Open to learning new forms of educational practices and applying them in the classroom setting specifically including, but not limited to inquiry-based learning, flexible seating, station rotation, blended learning, and student-led conferencing.



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- Develops and consistently utilizes meaningful methods of student evaluation and communicates these outcomes to students, parents, fellow teachers, and school administration.
- Collaborates with peers and with previous classroom teacher to plan and enhance instruction, assessment, and curriculum.
- Maintains current teaching certificate as outlined by the State of Idaho.
- Performs other duties as necessary to the position or as specified by the Principal.

QUALIFICATIONS:

- Minimum Bachelor's degree
- Current Idaho teaching certificate preferred
- Willingness to adapt teaching style to new forms of instruction
- Ability to utilize modern technology
- Able to communicate effectively in both written and verbal form
- Practicing Catholic or willing to uphold the teachings and traditions of the Catholic Church

COMPENSATION:

- Determined by experience and qualifications



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St. Ignatius Catholic School Applicant Questions

Please answer the following questions and return with your application packet. You may choose to answer this on a separate page.

1. Why do you want to work at St. Ignatius Catholic School?
2. How would you help your class transition to a new teacher?
3. What are your long-term career goals?
4. What is one way you build relationships with students?
5. If selected to be a member of the St. Ignatius faculty, what unique gift, talent, strength, or interest would you bring to the community?

Please select which position/positions for which you would be qualified and interested:

- ☐ K-3rd grade classroom teacher
- ☐ 4th-8th grade classroom teacher
- ☐ Middle school specific subject/s: _____
- ☐ Music
- ☐ Art
- ☐ Physical Education
- ☐ Makerspace/Technology
- ☐ Library
- ☐ Spanish Language
- ☐ Classroom Aide
- ☐ Preschool Teacher
- ☐ Intervention/Reading specialist