



Mercy High School Burlingame
Substitute - Job Opening 2021

Mercy High School Burlingame, an all-girls Catholic college preparatory secondary school is seeking part-time substitute teachers starting immediately. Substitutes are responsible for taking attendance, maintaining classroom safety, implementing the classroom teacher's substitute lesson plans and supporting students in the completion of their daily activities and assignments.

Reports to: Assistant Head of School for Academics

Works with: Substitute and Attendance Coordinator

Essential Duties and Responsibilities: The statement of responsibilities listed below describe the general nature and level of work being performed by employees as assigned to this position and should not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. Others may be assigned.

- Must be able to demonstrate a commitment to Catholic education, the Mission and Values of Mercy High School and the Sisters of Mercy
- Work collaboratively and proactively, as part of a team and independently, in a highly dynamic and fast-paced environment with changing priorities
- Contributes positively to employee morale; maintains a positive, pleasant demeanor to all constituencies; provides positive encouragement to students
- Must demonstrate a calm demeanor and peaceful confidence under pressure and in high-stress situations
- Maintain strict confidentiality with an optimistic, positive attitude
- Exhibit a high degree of diplomacy and tact

Minimal qualifications:

High school diploma
Strong computer and technology skills
Strong Google Suite competencies
Classroom management skills

Computer Skills:

To perform this job successfully, an individual should have knowledge of, or ability to, quickly acquire the skills to work with customized systems such as the internal PowerSchool attendance system, Google Suites

Certificates, Licenses, Registrations:

None required.

Other Skills and Abilities:

- Ability to work effectively in a high school environment, setting and holding professional boundaries
- Ability to work effectively with multiple supervisors from different areas of responsibility
- Ability to maintain a positive attitude and strict confidentiality