



**NATIVITY JESUIT**  
ACADEMY

**Updated April 2023**

**Open Position:** Building Substitute Teacher

**Position Type:** Full Time

**Start Date:** August 1, 2023

**Equal Employment Opportunity:**

Nativity Jesuit Academy is an equal opportunity employer.

**About Nativity Jesuit Academy:**

Nativity Jesuit Academy is a K4-8 coed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college and life.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

**Job Duties:**

- Serve as a flexible substitute teacher, providing short-term coverage for teachers across the building
- Effectively manage a classroom of students, providing high quality instructional support in small and whole group settings
- Assume all duties and responsibilities of the absent teacher
- Follow lesson plans left by the regular classroom teacher leaving feedback and notes
- Maintain a positive learning environment
- Assist with non-classroom duties when assigned including recess, lunch, arrival and dismissal
- Exhibit positive rapport with students, parents, families and staff and act as a role model for students
- Create and foster a positive, safe learning environment that incorporates the school’s classroom management systems, core values, and code of conduct

**Job Expectations:**

- Be scheduled and present at school daily (Monday-Friday)
- Be prepared to substitute in any classroom (K4-8th) as assigned by leadership team
- Open to working in a different classroom each day if not subbing
- Follow through with scheduled assignments
- Be flexible and maintain a professional experience, attitude and demeanor
- Support with student arrival, dismissal, transitions, lunch and recess
- Maintain student and staff confidentiality
- Attend all team meetings and in-service activities
- Communicate effectively through oral and written means

- Be able to use technology as it relates to the job (reading lesson plans, using the classroom projector, Google Workspace, and more)

**Preferred Position Qualifications/Characteristics:**

- At least one year of relevant work experience with children.
- Valid teaching license is preferred
  
- Spanish-speaking ability is preferred.

**How to Apply:**

Send resume, cover letter and three references to:

Monique Deshotels, Assistant Principal of Academics  
Nativity Jesuit Academy  
1515 South 29<sup>th</sup> Street  
Milwaukee, WI 53215  
[deshotelsm@nativityjesuit.org](mailto:deshotelsm@nativityjesuit.org)

*Applicants that do not include a resume, cover letter and three references will not be considered a complete application and will not be reviewed.*