



# WILLOWS ACADEMY

1015 Rose Avenue, Des Plaines, Illinois 60016

[willowsacademy.org](http://willowsacademy.org)

## Substitute Teacher Job Description

Willows Academy has openings for Substitute Teachers. We are looking to form a team of high-quality, reliable substitutes to step in when our faculty need to take planned & unexpected time off.

## Duties and Responsibilities

- Instruct and/or supervise students in assigned classroom by using lesson plans provided by the teacher
- Manage classroom and school procedures effectively to maintain classroom order and safety
- Communicate with administrative staff in a professional and timely manner
- Arrive on time to Willows and assigned classes
- Perform supervision duties as assigned;
- Perform other duties as assigned to assist the school.

## Qualifications

- Bachelor's degree
- Available on school days from 8am- 3pm. Substitutes for unplanned absences are contacted between 7 and 7:15am
- Must be reliable and timely
- Flexible and willing to adapt to change at short notice

- Ability to communicate well with middle and high school students
- Cheerful, positive attitude
- Ability to pass a background check and other required items required for working at a school.

## Compensation

- \$150 per day.

## Mission Statement

Willows Academy challenges young women to transform society for the good. In partnership with parents, we facilitate the development of their character, intellect, and love of God. Guided by the teachings of the Catholic Church, we focus on providing a rigorous liberal arts curriculum, personalized mentoring, and vibrant student life.

Interested candidates should submit a letter of interest to [employment@willowsacademy.org](mailto:employment@willowsacademy.org)