



HOLY FAMILY CATHOLIC SCHOOL

Sts. THOMAS, GEORGE, PIUS

3005 W. Kathleen Avenue • Coeur d'Alene, ID 83815 • (208) 765-4327

JOB DESCRIPTION

Substitute Teacher

Holy Family Catholic School is an elementary Preschool through 8th grade Catholic school in Coeur d'Alene with exceptional academic, faith-based traditions and a supportive community.

Holy Family Catholic School is seeking qualified applicants for a substitute teaching position. The substitute teacher will be called in as needed to support classroom instruction in the absence of the homeroom teacher. Working in a Catholic faith-filled environment, the substitute teacher will follow established lesson plans and classroom procedures to ensure continuity of learning and care for students.

Job Functions:

- Upholds the philosophy of Catholic education, stewardship and models the teachings of the Catholic Church
- Maintains a safe and nurturing classroom environment where students are respected and valued
- Follows the homeroom teacher's lesson plans, classroom routines, and expectations to ensure consistency in instruction
- Manages student behavior in accordance with classroom rules and the student code of conduct
- Provides clear instruction, monitors student understanding, and offers appropriate support during lessons
- Collaborates with school staff and communicates any concerns to administration
- Adapts to different classroom environments and age levels as needed, from Preschool through 8th grade
- Support the mission of Holy Family Catholic school by modeling respectful, service-oriented behavior
- Interact positively with students, faculty, and staff in a courteous and professional manner
- Attend faculty and administrative meetings as needed

Professional Requirements

- Ability to implement effective planning and time management skills
- Ability to maintain professional confidentiality at all times
- Willingness to adhere to the Code of Conduct and the policies and procedures of the school and the Catholic Diocese of Boise
- Ability to follow directions, manage time effectively, and maintain classroom structure
- Flexibility to accept assignments on short notice
- Participation in school faith activities such as Mass, prayer, and school events as needed
- Ability to communicate clearly and respectfully with students, faculty, and parents

- Practicing Catholic or person of faith with a desire to model the teachings of Jesus in attitude and example while upholding the teachings and traditions of the Catholic Church
- Must pass background check and complete Safe Environment Training in accordance with diocesan policies

Desired Qualifications

- Bachelor's degree preferred
- Previous teaching or classroom experience
- Ability to manage a classroom and maintain a positive learning environment
- Current Idaho teaching certificate or substitute teaching permit preferred

Application Instructions

To apply for the position, please submit the following to Sue Styren, Principal Holy Family Catholic School, via email (Office@hfcs-cda.org). Application will be reviewed once the file is complete.

_____ Letter of interest

_____ [Roman Catholic Diocese of Boise application for a certified position](#)

_____ Holy Family Catholic School application for a certified position

_____ Three professional reference forms (attached)

_____ Resume

Once your completed application has been received, a confirmation will be sent to the email address provided. All applications must be complete to be considered. Should you have any questions or require additional information, please email Sue Styren or contact the school office at 208-765-4327, office@hfcs-cda.org.

Compensation is commensurate with experience. This position will remain open until filled.



ROMAN CATHOLIC DIOCESE OF BOISE

Application for Employment at Catholic School

The Diocese of Boise is an equal opportunity employer. The Diocese of Boise recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. The diocese reserves the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in all employment decisions.

☐ New Applicant

☐ Rehire within Diocese

☐ Transfer within Diocese

Personal Information

Name: First, Middle, Last
Mailing Address, City, State, Zip
Home/Cell/Message Phone #
Email Address:
Have you ever been employed by the Diocese of Boise, or any Catholic Diocese? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state when and where:
If hired, can you furnish proof that you are either a U.S. citizen, or otherwise legally permitted to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on a separate page.
Have you ever resigned a position during a school year? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had a contract not renewed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide company names and details:

Employment Desired

Position:
If you have a valid Teaching Certificate, complete the following: Title Certificate: _____ State: _____ Date Certificate was issued: _____
Availability date: _____ Hourly rate/Salary desired: _____

Referral Source

How did you hear about this position? <input type="checkbox"/> Website <input type="checkbox"/> Idaho Catholic Register <input type="checkbox"/> Diocesan Employee <input type="checkbox"/> Diocesan website <input type="checkbox"/> Social Media _____ <input type="checkbox"/> Other _____
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Relatives/Friends

Do you have relatives or friends employed by the Diocese of Boise? If "Yes", Give name(s) and location(s). <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, whom? Location? _____
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Education

	Name/location of school	# of years attended	Degree received	Subjects studied/major
High School				
College or University				
Graduate School				
Professional Trade or Other				
Bilingual ability (if so, describe):				

Employment History

Include all full and part-time positions you have held for the past ten years starting with your present or most recent position.

Company Name	Dates of Employment (Month and Year) From: _____ To: _____	
Address	Telephone	
Position/Title Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
Briefly describe your duties and responsibilities	Reason for leaving	
Company Name	Dates of Employment (Month and Year) From: _____ To: _____	
Address	Telephone	
Position/Title Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
Briefly describe your duties and responsibilities	Reason for leaving	

Company Name	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Briefly describe your duties and responsibilities	Reason for leaving

Explain all periods of unemployment

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References

List the names of three persons who can speak to your ability to perform the duties of the position you are seeking:

Name	Title	Address & Phone	Relationship to you

Special Skills, Interests

Please list any special skills, interests, qualifications, or accomplishments not previously noted:

Additional Comments

State any additional information you feel may be helpful in considering your application:

Resume

Have you provided your resume with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please read carefully before signing.

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized diocesan representative. I understand and agree that I may resign my employment with the Diocese of Boise at any time for any reason and that my employment may be terminated at the will of the Diocese of Boise at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the Diocese of Boise are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese of Boise. I further understand that the employment relationship between the Diocese of Boise and its employees may be governed by canon law as well as civil law.

Prior to any formal hiring by the diocese the applicant must have successfully passed a background check. The diocese will not deny employment to any applicant solely because the person has been convicted of a crime. The diocese, however, may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Pursuant to the Immigration Reform and Control Act, the Diocese of Boise will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

I clarify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief. I authorize the Diocese of Boise to contact references provided for employment reference checks. I understand that any misrepresentation or omission of material(s) fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: _____

Date: _____

Return this application and your resume to the email address listed in the job posting or you may drop off at the Diocesan entity for which you are applying.