St. James Catholic School
412 W. Washington
Millstadt, IL 62260
Tel: 618-476-3510
http://www.stjamesmillstadtschool.com

Friday, October 30th, 2026

Long Term Substitute - 1st Grade

JOB DESCRIPTION: St. James Catholic School is seeking a caring, enthusiastic, and dedicated Long-Term Substitute First Grade Teacher to join our school family! This temporary position will begin in mid-March 2027 and continue through the end of the school year on May 20, 2027, covering a maternity leave. We are looking for someone who is passionate about working with young learners, enjoys creating a positive classroom environment, and is committed to helping students grow academically, socially, and spiritually. This is a full-day position, Monday through Friday, 7:45am - 3:45pm. Daily rate of $175 a day.

QUALIFICATIONS:

- Bachelor's degree required.
- Must meet all child protection and safe environment requirements of the Diocese of Belleville, including required training and clearances.
- Strong communication, organization, and classroom management skills.
- A genuine love for working with children and supporting their development.

RESPONSIBILITIES:

- Supports and upholds the philosophy of Catholic education and the mission of the school.
- Understand the school's and state's requirements to teach 1st grade students and create corresponding curriculum
- Modify teaching plans according to varying needs of students
- Assess students by observing them closely, and provide special attention to students struggling with concepts
- Create reports to chart out students' progress and communicate their achievements and limitations to parents
- Provide parents with information on how to help their children achieve higher results
- Assist students in creating projects to help them understand difficult concepts
- Develop key incentives to ensure students' participation in class

REPORTS TO: Principal

To apply, send a cover letter, résumé, and three references to:

Mrs. Laura Diak and Mrs. Judy Glaeser
St. James Catholic School
412 W. Washington
Millstadt, IL 62260

Email to:principal@stjamesmillstadt.com. Questions? Contact Laura Diak or Judy Glaeser at the previously listed email address or call 618-476-3510.

Employment is contingent on successful completion of a background check.