



Non-Certified Substitute

Job Description

POSITION NAME: Non-Certified Substitute

LOCATION NAME: Waterloo, IA

EFFECTIVE DATE: 9-30-25

PURPOSE:

Our mission at Cedar Valley Catholic Schools is to provide an exceptional Catholic education for every student, built on a foundation of faith, discipline, knowledge and service. Our vision is to be the first choice of families who believe God, community, leadership and service are the foundation of a strong learning environment.

JOB SUMMARY:

To fill in while a non-certified staff member is out to allow the school to operate as normally as possible in the staff members absence. Non-Certified substitutes may be asked to work as a classroom associate, office assistant or food service associate.

QUALIFICATIONS:

- Enthusiastic supporter of Catholic faith and schools
- Proficient in the use of educational technology
- Self-motivated
- Exceptional interpersonal skills
- Professional oral and written communication skills
- Flexible, adaptive, and cooperative

ESSENTIAL DUTIES/MAJOR RESPONSIBILITIES:

- Foster the Christian uniqueness of the learning community ●
Maintain required trainings as required by the State of Iowa, Archdiocese, and local site
- Take direction from staff member to fill in role for the time assigned.
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Provide appropriate feedback on work
- Participate in problem solving process to ensure needs of students are being met
- Differentiate instruction to address the needs of individual students

** These duties are not all-inclusive. Other duties may be assigned.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.