



Position: Substitute Teacher  
Posted: July 23, 2026  
Closes: Until filled

The Substitute Teacher supports the instructional program by maintaining a safe, orderly, and consistent learning environment in alignment with school policies and teacher-provided plans.

**Qualifications:**

- B.A. (or higher)
- Current Washington State Teaching Certificate with an endorsement (or the ability to obtain a certificate)
- Preference will be given to candidates with successful high school experience teaching in a Block Schedule.

**Salary:** The daily rate of compensation for certificated substitutes is paid in increments of periods. There are 4 periods in a day. The rate is \$200 per day or \$50 per period.

**Benefits:** This is a non-benefit position.

**Application Process:** To apply, complete the Seattle Archdiocese Employment Application on the Seattle Archdiocese website:

<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>

After completion of the above online application, submit a cover letter and resume with acknowledgment of the application's completion to: Samantha Morales, HR Manager ([smorales@amhs.org](mailto:smorales@amhs.org)), Archbishop Murphy High School, 12911 39<sup>th</sup> Avenue SE, Everett, WA 98208

**Essential Duties:**

- Classroom Supervision: Provide continuous supervision of students. Substitutes may not leave students unattended or unsupervised at any time.
- Daily Opening & Closing Routines: Ensure students are quiet and attentive during opening and closing prayer, the daily bulletin, and the Pledge of Allegiance.
- Attendance Recording: Record attendance in PowerSchool for every class period. Admit late students only with a note from Student Services.
- Instructional Continuity: Follow the lesson plans and classroom expectations established by the teacher. Maintain classroom norms, routines, and learning objectives throughout the day.

- **Canvas Course Consistency:** Maintain the established Canvas course structure, including access to the syllabus, expectations, assignments, assessments, and posted resources. (Substitutes are not required to create new content.)
- **Student Accommodation Plans:** Follow all student accommodation plans prepared by the ARC.
- **Class Location & Activities:** Hold class in the assigned classroom unless an alternate location directly supports the learning objectives.
- **Student Dismissal:** Do not dismiss students early except for approved personal needs. Students must remain supervised for the full class period.
- **Course Materials Alignment:** Ensure instruction aligns with the course syllabus and semester exam materials submitted by the teacher to administration and the Department Chair.

### **Our Mission:**

Archbishop Thomas J. Murphy High School is a Catholic, college preparatory school that welcomes students of all faiths. True to the spirit of the Gospel, Archbishop Murphy High School nurtures the full development of the gifts that God has given to each student, fosters service as an outgrowth of faith, and values diversity. Working with parents as partners in this educational ministry, we strive for academic excellence, spiritual enrichment, and Christ-like leadership for the transformation of the world.

Located in south Everett, Washington, Archbishop Murphy High School is a private Catholic high school known for its faith-filled community, academic excellence focusing on college preparation, active student involvement through Christian service, exceptional athletic programs, and a variety of performing arts programs, clubs, and activities. We offer a safe, supportive environment with small class sizes and individual attention.

Archbishop Murphy High School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation, or any disability which can be reasonably accommodated in the administration of its educational policies and school-administered programs. In keeping with its mission of providing a Catholic education, preference in hiring will be given to practicing Catholics.