



Substitute Teachers
Upper and Middle Schools

Pace Academy is an independent college preparatory school in Atlanta, Georgia, with an enrollment of 1100 students in pre-first through twelfth grades. Pace Academy provides a rigorous academic curriculum to prepare students for success at a variety of prestigious colleges and universities. The school strives to provide an environment that stimulates physical health, a spirit of service, respect for diversity, and a healthy psychological and social outlook.

Pace Academy is seeking **substitute teachers for Upper and Middle Schools**. The Substitute Teacher provides instruction, manages the classroom environment, and promotes student learning in the absence of the regular classroom teacher. Expertise and enjoyment in working with students is a necessity.

- Follows the teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
- Complies with all building procedures and schedules.
- Promotes the proper use and care of school property.
- Makes the absent teacher aware of special situations or problems encountered.
- Implements effective pupil management procedures.
- Maintains high standards and upholds the student conduct code.
- Intervenes and/or reports concerns to an administrator.
- Develops and maintains a positive learning environment.
- Works cooperatively with staff and parents.
- Incorporates the effective use of available technology.
- Upholds computer technology acceptable use policies.
- Respects personal privacy.
- Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety.
- Does not leave students unsupervised.
- Supervises non-classroom duties when assigned.
- Accepts personal responsibility for decisions and conduct.
- Performs other specific job-related duties as directed.

Requirements:

Bachelor's degree

Teacher preparation program desired

Demonstrated success teaching middle or upper school is highly valued

Strong sense of humor, flexibility, and a strong desire to work with adolescents is required

Long Term Substitute positions require a Bachelor's degree in education/discipline to be taught and experience is strongly preferred

Must be available on short notice, even morning of (occurs with teacher illness).

For information about applying for employment at Pace Academy, please click on this link:

<https://www.paceacademy.org/about/careers>

Qualified applicants should email a resume, cover letter, and references to Jobs@PaceAcademy.org.

Equal Employment Opportunity Employer