



JOB POST: Substitute Teachers and Ed Techs, grades 6-12

Thornton Academy is seeking capable and reliable substitute personnel to join our team of middle and high school educators

Summary: Substitute teachers work in the absence of regular teachers and educational technicians, helping students to accomplish daily tasks and meet educational objectives.

Job expectations — A substitute teacher/substitute ed tech is expected to:

- Have the capacity to give instruction and manage student behavior confidently and effectively, follow written and/or oral instructions accurately and dependably, in the absence of a regular teacher
- Establish respectful relationships with students in a brief time period
- Maintain a professional attitude in all manner of conduct with students, faculty, and parents
- Communicate well with other personnel and faculty, sharing any issues of concern to administration in a timely fashion
- Seek help appropriately from deans, counselors, and/or administrators
- Complete any required online trainings (e.g., mandatory reporting) promptly as directed
- Respond calmly and with good judgment in the rare event of a school emergency
- Become familiar with all information contained in the Substitute Handbook

Qualifications:

- Minimum of two years of college completed (bachelor's degree preferred)
- Prior teaching and/or substitute experience preferred
- Proof of active criminal history records check (CHRC) certificate
- Completion of a 2-hour on-campus substitute orientation session (compensated)

Hours:

- Check in to receive the day's assignment from the Substitute Coordinator by 8:15AM
- Stay through the final bell at 2:45PM

To apply, please submit:

1. Completed and signed employment application (available for download below)
2. Copy of post-secondary transcript
3. Names and contact information for three professional references
4. Proof of an active CHRC certificate

Electronic submission is preferred: susan.tarver@thorntonacademy.org

If necessary, materials may be mailed or delivered to:

Susan Tarver Thornton Academy 438 Main Street Saco, ME 04072

*The Thornton Academy Board of Trustees has adopted a **non-discrimination policy**. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.*