



Lower School Substitute Teachers

Pace Academy is an independent college preparatory school in Atlanta, Ga., with an enrollment of 1,100 students in Pre-First through 12th grade. Pace Academy provides a rigorous and well-rounded academic curriculum within a community that prioritizes empathy, integrity, respect for others, diversity, inclusion and global leadership.

Pace Academy seeks substitute teachers to serve in its Lower School. The substitute teacher provides instruction, manages the classroom and promotes student learning in the absence of the regular classroom teacher. Expertise and enjoyment in working with students are necessities. The majority of positions are short-term, but the ability to function in longer-term capacity (such as during a maternity leave) is a plus for the right candidate.

Duties:

- Follows the absent teacher's written lesson plans.
- Develops and maintains a positive learning environment.
- Implements effective pupil-management procedures; maintains high standards and upholds the student code of conduct.
- Consults with the Head of Lower School to resolve questions and/or concerns, and notifies the absent teacher and the Head of Lower School about special situations or problems.
- Works cooperatively with staff and parents.
- Incorporates the effective use of available technology and abides by acceptable-use policies.
- Respects personal privacy and maintains the confidentiality of privileged information.
- Ensures staff/student safety; complies with all building procedures and schedules, promoting the proper use and care of school property.
- 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 elementary-age children
- Strong sense of humor, flexibility, and the ability to engage and empower children
- Long-term substitute positions require a bachelor's degree in education or a related discipline, as well as teaching experience
- Must be available on short notice, even morning-of (occurs with teacher illness)

See more about the Pace Academy Lower School at www.paceacademy.org/academics/lower-school.

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

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