



Job Description: Substitute Teacher

Position Title	Department	Reports to
Substitute Teacher	All Grade Levels	Marja Brandon
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Immediate as Needed

OVERVIEW OF WOODLAND SCHOOL:

Located just west of Stanford University, Woodland is an independent day school that offers a joyful approach to learning in a diverse, respectful, and inclusive environment for approximately 300 students in early childhood through eighth-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

Woodland School specializes in education that inspires students by nurturing each individual's voice, intellect, and character. With rich content and an emphasis on inquiry-based and student-driven projects, students are empowered and encouraged to be active and engaged learners. Our students' innate sense of wonder is the foundation of learning at Woodland School. Teachers craft meaningful, multisensory learning experiences which enable creativity, ingenuity, and deep interdisciplinary connections. Students explore and develop complex understandings that engender a sense of self and purpose in the world.

Woodland School's faculty create a school environment that is as supportive and nurturing as it is challenging, and they embody the core values of the school—stewardship, integrity, curiosity, resilience, equity, and respect. Our teachers apply best practices through collaboration, integrated curriculum, brain-based teaching and learning methods, and continued professional development. Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by connecting them to the best practices in pedagogy, curriculum development, educational technology, and student assessment.

Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

POSITION OVERVIEW:

Woodland School is seeking substitute teachers for its campus. The substitute teacher works under the direction of the division dean(s) of Lower School and/or Middle School to teach in the absence of classroom teachers or specialists (science, music, art, design & tech, Spanish, or physical education). The successful substitute teacher will be culturally competent and able to foster a safe, nurturing environment for children in the absence of the homeroom teacher or specialist.

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POSITION SPECIFICS:

- Report to work as soon as possible after receiving request for substitute teacher.
- Instruct lessons, implement regular routines, and supervise all duties according to the classroom or specialist teacher's plans.
- Provide a written report at the end of the day to communicate with the teacher about the day's events.
- Sign in and out with front office staff upon arrival and at any point of departure from campus.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Attend staff meetings, and serve on committees as required.
- Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.
- Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.

MINIMUM QUALIFICATIONS:

- BA or equivalent in education or related field
- Experience teaching elementary and/or middle school aged children
- Intercultural competency, ability to engage appropriately with a diverse community and to teach diverse groups of students effectively
- Digital literacy; intermediate Google Docs/Drive and other web based applications, as appropriate to job duties, ability to adapt as digital tools evolve and change
- Ability to pass background checks and employee screenings
- Demonstrated professional behavior, including discretion, judgment and integrity.
- Effectively interacts with a diverse population of students and faculty.
- All prospective employees must be able to clear a background check, LiveScan fingerprinting and TB screening.

PREFERRED QUALIFICATIONS

- MA or equivalent in education or related field
- Teaching credential
- Five years of teaching experience

COMPENSATION: PER DIEM

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The position can be physically demanding. Reasonable accommodations may be made if requested in advance.

HOW TO APPLY

Candidates for this position should submit a cover letter, resume, and contact information for a minimum of three references. Please combine all documents into a single PDF and send to HR@woodland-school.org.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

www.woodland-school.org