

**Substitute Teacher: Kindergarten - 8th, all subjects
(General Education, Spanish, P.E., Art, Computer, Drama)**

We are currently searching for confident and experienced Substitute Teachers to join our team. If you are a friendly and competent professional interested in education, then we're interested in you!

Your duties will include carrying out lesson plans, assigning homework, managing classroom activities, performing any applicable supervisory duties (recess and/or lunch) and writing a short review of what happened during the day.

To excel in this role, you should have in-depth knowledge of effective teaching practices that ensure learning is a comfortable and meaningful experience. Our ideal candidate has excellent interpersonal and organizational skills, with a strong command of the English language.

Substitute Teacher Responsibilities:

- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Follow procedures and achieve lesson goals.
- Assign and explain homework.
- Oversee students outside of the classroom including on the playground, at lunch and at dismissal.
- Comply with all school regulations and policies at all times.
- Take attendance and document daily notes.
- Ensure classroom and work is kept clean and orderly.
- Oversee the normal classroom rhythms and activities.
- Compile a report for the teacher when he/she returns.

Substitute Teacher Requirements:

Bachelor's degree.

Certificate in teaching or substitute teaching preferred.

Must be detail-oriented and able to follow written and verbal instructions.

Excellent communication and interpersonal skills.