

## **Middle School/Upper School Substitute Positions**

### **Position Description:**

Substitute teachers will supervise classes taught via Zoom by lead teachers in other classrooms. This will require management of technology, classroom management, student engagement, and instruction as needed. Courses may include humanities, mathematics, sciences, world language, and elective subjects. As long as school is in session, in-person, the position will be from November, 2020 to mid-January, 2021.

### **Duties and Responsibilities:**

- Supervise classes as they Zoom into lessons taught by their lead teachers.
- Coordinate with the lead teacher to prepare for upcoming lesson plans.
- Assist students with questions and offer instruction as needed.
- Manage technology in the classroom associated with these sessions.
- Take attendance in classes and report to the lead teacher.
- Supervise student movement to and from classrooms.

### **Additional Responsibilities May Include:**

- Hallways and stairwells monitoring.
- Assistance with Advisory groups.

### **Qualifications:**

Applicant must have a bachelor's degree, preferably in the field of education. Experience in teaching or substituting, as well as course work in mathematics, sciences, humanities, and technology is a plus.

### **Contact:**

Please send your resume and cover letter to:

Lori Kennedy, Director of Middle School  
lkennedy@gbwl.org