



Position Title: History Long Term Substitute Teacher, Upper School
Position Status: Full-time, Mid-September to Mid- November
FSLA Classification: Exempt
Reports To: History Department Chair and Head of Upper School

Position Purpose

Develop schemes of work and lesson plans in line with curriculum objectives. Facilitate learning by establishing a relationship with pupils through learning resources and the classroom environment. Develop and foster the appropriate skills and social abilities to enable the optimum development of children according to age, ability, and aptitude.

Essential Functions

- Teaches four history courses to students in grades 9-12.
- Establishes clear objectives for all lesson units and projects and communicates those objectives to students.
- Instructs students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Plans and organizes resources for lessons, as appropriate to the pupil.
- Adapts teaching methods and instructional materials to meet students' varying needs and interests.
- Confers with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Confers with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
- Establishes and enforces rules for behavior and procedures for maintaining order among the students.
- Encourages students to explore learning opportunities.
- Meets with parents and guardians to discuss their child's progress to determine their priorities and their resource needs.
- Develops constructive and cooperative working relationships with others and maintains them over time.
- Advises nine to fourteen students, providing academic and emotional support, and communicates regularly with parents and guardians of advisees.
- Participates in weekly community and school service programs and weekly activities program.
- Writes academic comments, as instructed, for all students.
- Attends weekly grade-level team meetings, faculty meetings, and special events as required.
- Performs additional faculty duties as assigned, such as substitute teaching and lunch monitoring as required.

Qualifications

- A Bachelor's degree in history; a master's degree or working towards a master's degree preferred.
- A minimum of 1-2 years of history teaching experience preferred.
- Enthusiasm for and effective use of technology in the classroom.
- A clear interest in, knowledge of, and ability to work with upper school students.
- Self-confidence with demonstrated ability to work collaboratively.
- Capable of performing multiple tasks while working on multiple projects simultaneously under "deadline" situations.
- Ability to apply common-sense understanding and to carry out instructions furnished in written or oral form; ability to ascertain which people may need immediate assistance and to act accordingly.
- Working knowledge of personal computer skills with experience in the use of such programs as Word, Excel, and email. Needs working knowledge of 21st century technologies like SMART Boards, class websites and management tools, presentation tools, etc.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Ability to communicate effectively with all constituents in a school environment.

Physical Requirements and Work Environment

1. Essential functions require maintaining physical condition necessary for activities such as sitting, standing, walking, kneeling, crouching, stooping, squatting, and lifting an average of 30 lbs.
2. Regularly use close and distance vision.
3. Turn, bend, reach, and occasionally climb.
4. Work in a traditional climate-controlled classroom environment with moderate noise level.

Application Procedures

Interested candidates, please **email** a cover letter, resume, statement of education philosophy, and contact information for three professional references to careers@sch.org.

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