



Substitute Teacher Job Overview

The Grosse Pointe Academy is an independent, co-educational day school serving children age 2 1/2 through grade 8. We foster an inclusive environment that respects all cultures and religious beliefs. The Grosse Pointe Academy is seeking qualified individuals for the position of substitute teacher.

Responsibilities for Substitute Teacher

- Implement and teach lesson plans and instructions as directed by the classroom teacher
- Maintain a respectful and orderly classroom, and follow classroom and school procedures
- Communicate in a friendly and positive manner towards parents, students, and administrators
- Create a record of the day's events to share with the classroom teacher
- Protect students, equipment, materials, and facilities
- Ensure the safety of students at all times

Qualifications for Substitute Teacher

- Bachelor's Degree and valid teaching credential preferred
- Experience working with children and students required
- Minimum 60 College Credit hours required
- Ability to communicate comfortably (written and orally) with students, parents/guardians, administrators, and others
- Ability to follow and enforce rules, policies, and procedures
- Must be punctual and reliable
- Ability to pass a background check