



THE  
**STANLEY CLARK**  
SCHOOL

## **The Stanley Clark School – Substitute Teacher**

A substitute teacher's service is an important contribution to our school as well as to the development of the students. Substitutes are expected to follow the daily lesson plans prepared by the classroom teacher and perform the regular teacher's extra duties (lunchroom supervision, recess duty, etc.).

### **Call for Substitutes**

Calls made to you for your services as a substitute teacher will come either from the Receptionist, Director of Early Childhood/Lower School or the Director of Middle School.

#### **Morning call for substitute jobs:**

5:00 a.m. until one hour after the start of the job

#### **Evening call for substitute jobs:**

4:00 p.m. until 10:00 p.m.

### **Rate of Pay**

All substitute teachers are paid \$105 per day or \$55 per half day.

### **Length of Assignment**

A full day of substituting is considered 7 1/2 hours, with an unpaid 1/2 hour lunch. A half day of substituting is considered 3.5 hours or less. A substitute teacher should be flexible. You may be asked to assume other instructional duties such as supervising another class so that the teacher can participate in a staff development activity, tutoring individual or small groups of students, working in the media center, or recess/lunchroom supervision. You may be asked to substitute during the teacher's prep time.

### **Applying to Substitute**

Those interested in substituting in The Stanley Clark School must complete the online application. Please email [tgrove@stanleyclark.org](mailto:tgrove@stanleyclark.org) with any questions.