



Position Title: Substitute Teacher
Position Status: On-call, as needed
FLSA Classification: Exempt
Reports To: Division Head

Position Purpose

Substitute Teachers are responsible for delivering instruction and implementation of daily lesson plans, providing a caring and safe classroom experience for students, and ensuring student learning. Substitutes could be asked to teach full or half days.

Essential Functions

- Follows regular teacher's lesson plans in a way that ensures consistency and optimal learning.
- Assigns classwork and homework, as necessary, according to lesson plans.
- Differentiates instruction to fit the learning styles of various students.
- Maintains a well-managed classroom and positive learning environment.
- Supervises students out of class such as in the hallways, lunch-room, and recess.
- Maintains established routine of the school and classroom procedures in which assigned.
- Remains at school the entire school day, unless otherwise instructed to leave by divisional leadership.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Communicates effectively with parents when needed.
- Meets and instructs assigned classes in the locations and times designated.
- Completes other duties as assigned.

Qualifications

- At a minimum, a bachelor's degree.
- Experience teaching strongly preferred.
- Excellent written communication and interpersonal skills.
- Ability to communicate effectively with all constituents in a diverse school environment.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Ability to maintain classroom discipline.
- Track record of punctuality, responsibility, and flexibility.

Physical Requirements and Work Environment

- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Able to move around a classroom and other school environments.

Application Procedures

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

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