



# THORNTON — ACADEMY —

## **JOB POST: Substitute Teachers, grades 6-12**

**Summary:** Substitute teachers work in the absence of regular teachers and educational technicians, helping students to accomplish daily tasks and meet educational objectives.

**Job expectations** — A substitute teacher/substitute ed tech is expected to:

- Have the capacity to give instruction and manage student behavior confidently and effectively, follow written and/or oral instructions accurately and dependably, in the absence of a regular teacher
- Establish respectful relationships with students in a brief time period
- Maintain a professional attitude in all manner of conduct with students, faculty, and parents
- Communicate well with other personnel and faculty, sharing any issues of concern to administration in a timely fashion
- Seek help appropriately from deans, counselors, and/or administrators
- Complete any required online trainings (e.g., mandatory reporting) promptly as directed
- Respond calmly and with good judgment in the rare event of a school emergency
- Become familiar with all information contained in the Substitute Handbook

### **Qualifications:**

- Minimum of two years of college completed (bachelor's degree preferred)
- Prior teaching and/or substitute experience preferred
- Proof of active criminal history records check (CHRC) certificate

### **Hours:**

- Check in to receive the day's assignment from the Substitute Coordinator by 8:15AM
- Stay through the final bell at 2:45PM

- Two step scale:
  1. \$100/day (or)
  2. \$110/day for individuals who provide documentation of active Maine teaching certification

Effective 10/4/21

- Retired teachers whose certifications have expired may contact the payroll/benefits manager (x4433) to discuss possible exemption from the “active certification” qualification
- No benefits are associated with substitute teaching

**Required Application Process All those interested in applying must submit:**

- School application form (“Substitutes: Teacher or Ed Tech”, available at [www.thorntonacademy.org](http://www.thorntonacademy.org) careers page
- Letter of interest
- List of three references with contact information “Applicant: Substitute Teacher” in the Subject line.
- [Documents to be emailed to lisa.estabrook@thorntonacademy.org](mailto:lisa.estabrook@thorntonacademy.org)

If electronic submission is not possible, materials may be mailed or delivered to: Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.

Effective Date 10/21