
Substitute Teacher positions – Lower School (Grades K-5) and Upper School (Grades 6-12)

Mill Springs Academy of Alpharetta, GA, a college-prep school serving non-traditional learners, invites applications for short-term substitute teachers in both Lower and Upper School divisions. Mill Springs Academy is a non-profit private school that provides a college preparatory education for non-traditional learners in grades K-12. Located on 85 acres in Alpharetta, GA, the school offers a variety of additional opportunities for its teachers through coaching, summer school, and summer camp.

Position Description:

The substitute teacher provides the instruction to students by following instructional plans and materials and presenting them using instructional techniques which meet the needs of students. Provides an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of students. Supervises students in a variety of school-related settings and activities. Follows required procedures and practices.

Key Responsibilities:

- Follow lesson plans, assignments, and instructional material
- Assign classwork and homework as prescribed by the teacher
- Maintain order and discipline in the classroom conducive to effective learning and takes all necessary safety precautions to protect students, equipment, material, and facilities
- Creates a classroom environment that provides for student involvement in the learning process
- Modify instructional style to fit the learning needs of students
- Perform other related duties as assigned

Please forward cover letters and resumes to Patsy Beckwith, Director of Human Resources at hr@millsprings.org.

It is the policy of Mill Springs Academy to conduct business and provide equal employment opportunity to all persons without regard to race, color, age, gender, religion, national origin, disability status, protected veteran status, or any other characteristic protected by federal, state, or local laws.