

Short Term Substitute

Infant Toddler Center, Early Childhood, Primary, Middle & Upper Positions Available

DEPARTMENT:	TBD
REPORTS TO:	Division Director
FLSA STATUS:	Exempt

SUMMARY

We are seeking a Short-Term Substitute to join our team on a temporary basis. As a Short-Term Substitute, you will play a crucial role in maintaining continuity in educational settings by filling in for regular staff members when they are unable to work. This role is ideal for individuals who are flexible, adaptable, and passionate about supporting students' learning experiences.

RESPONSIBILITIES

Classroom Management:

- Supervise students and maintain a positive and productive classroom environment.
- Follow lesson plans and instructions provided by the absent teacher to ensure a seamless learning experience.

Instructional Support:

- Deliver lessons and instructional materials as directed by the regular teacher.
- Assist students with questions and provide additional support as needed.

Behavior Management:

- Address any disciplinary issues following the school's policies and procedures.
- Promote and maintain a respectful and inclusive classroom culture.

Communication:

- Maintain open and effective communication with school staff, including administrators, teachers, and support personnel.
- Provide feedback on the day's activities and any issues that arise.

Flexibility:

- Be prepared to work in various grade levels and subjects as needed.
- Adapt to different teaching styles and classroom settings.

Record Keeping:

- Keep records of attendance, classroom activities, and any incidents that occur during your assignment.

QUALIFICATIONS

- Bachelor Degree or higher required. Educator license is not required.
- Previous experience working with children or in educational settings is preferred.

- Strong interpersonal and communication skills.
- Patience and the ability to remain calm in challenging situations.
- Flexibility and adaptability to different classroom environments.
- Willingness to follow directions and adhere to school policies.
- Successful completion of a background check and any required certifications.

DIVERSITY, EQUITY AND INCLUSION

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered on the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

ABOUT HATHAWAY BROWN

Hathaway Brown School has a rich 146-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

TO APPLY: Interested candidates should email a resume to hrstaffing@hb.edu. If you have any questions you may contact Meredith Cavell, Director of Human Resources at 216-320-8112.

Hathaway Brown School
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EOE