

Position: Substitute Teacher - Lower, Middle, and Upper Schools

Reporting Line: *Reports to Division Head*

School Summary:

All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

Mission: Inspiring independent thinkers, principled leaders, and humble learners.

Vision: All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with a purpose, direction, commitment, and success.

Position Summary, Essential Duties, and Responsibilities:

PRINCIPAL RESPONSIBILITIES:

- Assist in daily instructional activities at the school.
- Substitute in the academic classroom when the teacher is not present by following prescribed plans and ensuring that learning continues.

SPECIALIZED SKILLS & KNOWLEDGE

- Proficient in, but not limited to Google Calendar and Google documents, Microsoft Office including Excel, Power Point, Word and Mac operating systems

Qualifications:

Bachelor's Degree (Elementary Education or Secondary is preferred) Valid

Florida Professional Teaching Certificate (preferred)

Minimum of three years experience in working in an educational setting (preferred)

Please send a resume and cover letter to HR@allsaintsacademy.com.