



JOB DESCRIPTION

Substitute Teacher responsibilities will include:

- Implementing and teaching lesson plans and instructions as directed by the absent teacher, or consulting with Division Director or staff members if lesson plan is not provided
- Communicating in a friendly and positive manner towards parents, students, and administrators
- Keeping records on attendance, accidents, and incidents
- Protecting students, equipment, materials, and facilities
- Performing other projects and duties as assigned.
- Serving as an integral part of a caring community of learners

QUALIFICATIONS

A bachelor's degree is required. Ideal candidates will have experience working with grade school aged children, a flexible and team-oriented approach, excellent written and oral communication skills, exceptional organizational skills, superior interpersonal skills, and a sense of humor!

APPLICANT INFORMATION

Individuals who would like to be considered for substitute teaching roles at FSW should prepare to submit all of the following in one complete submission by following the link [HERE](#):

- Cover letter (please indicate all grade levels/subjects of teaching interest)
- Resume/curriculum vitae
- Contact information for three (3) professional references

All offers of employment are conditional upon satisfactory completion of a criminal background check prior to beginning work. Successful candidates must also be able to demonstrate ability to legally work in the United States.

We are grateful for and sincerely appreciate each and every candidate's interest in working for Friends School of Wilmington. Please be advised that only candidates who submit all required materials and who meet the current needs of the School will be considered and, where appropriate, contacted for an interview.

WHO WE ARE

Friends School of Wilmington is a preschool-8th grade independent school, rooted in Quaker values, dedicated to fostering a lifelong love of learning and a drive to act always with courage, integrity, and love.



At FSW, our educational mission is grounded in a sustained commitment to academic excellence and moral character; a learning environment where students are equipped to lead lives guided by curiosity and kindness, wisdom and empathy. Starting in our Montessori preschool classrooms, we empower children to explore the world around them through creative, hands-on discovery. Our Lower and Middle School students develop as self-confident critical thinkers who solve problems with authenticity, adaptability, and collaboration.

Our teachers and administrators are the best of the best, the majority of whom hold postgraduate degrees. Through an innovative, robust curriculum that draws upon experiential and service-learning principles, we help each child reach their highest individual potential. This work is supported by first-class campus facilities, like our multi-acre Longleaf Center for Environmental Learning, our Lower School EdTech classrooms, and our Middle School 1:1 Chromebook program.

Every member of the FSW community is familiar with and expected to uphold and foster our guiding principles of simplicity, peace, integrity, community, equality, and stewardship—colloquially known as the *SPICES*. These core values are the cornerstone of our educational mission and are modeled through and by all we do. Visit our website at www.fsow.org for more information.

COMMITMENT TO DIVERSITY & INCLUSION

Friends School of Wilmington actively strives to be a community of staff, students, and families of diverse backgrounds. FSW does not discriminate based on age, race, color, gender, gender identity, sexual orientation, religion, disability, socio-economic background, family structure, national or ethnic origin, genetic information, or military service in the administration of its policies and program.

We are an equal opportunity employer in both policy and practice.