



Title: Substitute Teacher

Level: All Levels

Reports to: Level Principal	Work Schedule: Varies	Positions Supervised: N/A
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POSITION SUMMARY:

The substitute teacher is primarily responsible for supporting the day to day functions within level of the School. This position will meet the needs of the level administration serving as classroom aide and instructor engaging joyfully and collaboratively with the Galloway community.

PRINCIPAL RESPONSIBILITIES

- Cover classes for faculty members. Primary responsibilities include following the guidelines of classroom culture established by the teacher, utilizing Canvas for course-related materials, taking attendance, and supporting the students learning in the classroom
- Teach a range of courses based on the needs in the level
- Serve as a co-advisor to an assigned group of students
- Collaborate with colleagues and seek feedback in the spirit of continuous improvement
- Participate constructively and collaboratively in professional development and department meetings
- Maintain a safe, comfortable, and engaging classroom environment
- Communicate with parents in an appropriate and timely manner when necessary
- Assisting with other duties (club supervision, attending field trips, front desk management)

Education:

- Bachelor’s degree required

Experience:

- Solid experience teaching
- Demonstrated expertise in classroom instruction

THE GALLOWAY SCHOOL MISSION

The Galloway School is a community where learning is joyful, individuals are valued, and self-discovery is encouraged. Galloway students confidently embrace challenges while developing the knowledge, skills, and cultural competence to thrive as enlightened contributors in their chosen pathways.