Substitute Teacher

Stuart Hall School seeks a Substitute Teacher, for students in grades 6-12, who understands the demands of classroom teaching and will work closely with the Dean of Faculty to assist with the execution of the School’s Mission and approach to educating children.

Our Mission and Vision
Stuart Hall’s Mission is “to prepare students of all faiths for success in universities worldwide and for engaged lives of intellectual curiosity, creativity, and contribution.” Our Vision is that “Stuart Hall graduates will be independent, self-aware, self-directed, and motivated and will master—through meaningful, real-world learning experiences—the knowledge and skills essential for engaged contribution to the world.”

About the Position
Substitute teachers are responsible for carrying out every aspect of the daily schedule, implementing lesson plans, encouraging student progress, and managing the learning environment in the absence of the teacher.

The Substitute Teacher’s major responsibilities include: The list of requirements above is essential, but not exhaustive; additional functions and requirements may be assigned by supervisors as deemed appropriate

- Implement lesson plans prepared by the regular teacher in a manner that ensures the integrity of academic time and motivates students to learn and participate
- Follow procedures and achieve lesson goals
- Assign and explain tasks and homework to students in accordance with the lesson plans
- Oversee students outside of the classroom as assigned, including in the hallways, dining room, and recess
- Maintain a safe and organized classroom and hallway
- Demonstrate professional practices in teaching
- Maintain classroom control and foster a safe and positive environment for all students
- Provide supervision of students and the classroom environment that ensures the health, welfare, and safety of all students
- Remain in the classroom and monitor students during classroom time
- Take all reasonable precautions to protect equipment, materials, and school property
- Report student injuries, accidents, illnesses, and discipline problems to the Dean of Faculty or Dean of Students & Campus Life
About the Candidates
Stuart Hall is committed to attracting an applicant pool with diverse backgrounds, experiences, and interests. Being aware that some individuals will not apply for a position unless they have all of the qualifications, this qualifications list has been written to encourage people with a range of experiences and backgrounds to apply.

- Background, abilities, and experience:
  - Bachelor’s Degree preferred
  - Experience in a school setting or with children in grades 6-12 preferred
  - Strong computer skills and demonstrated proficiency with Google applications
  - Effective communication with all constituents – students, colleagues, administrators
  - Exert force regularly to lift, carry, push, pull, reach for, or otherwise move objects, including textbooks and other teaching materials. Sedentary work involves sitting, standing, and walking around the classroom.
  - Ability to pass a background check
  - Authorized to work in the United States.
  - Able to travel around various parts of the school building and campus. Some areas of the historic main campus are only accessible by stairs. Reasonable accommodations will be provided to allow employees to perform essential duties.

About the School
Stuart Hall School is an Episcopal boarding and day school in the Shenandoah Valley of Virginia that provides a college preparatory education for area day students in grades 6-12 and boarding students in grades 8-12. The school is located in Staunton, Virginia, a town that often ranks among the best small towns in the United States. Learn more about teaching at Stuart Hall and living and working in Staunton by visiting our website.

Stuart Hall fosters a workplace culture in which faculty and staff work collegially, support one another, and collaborate to define and uphold the School’s workplace values. The values include:
  - Commitment to the pillars of Respect, Communication, Community, and Fun
  - Being on time and fully present for all school events, activities, and obligations
  - Assuming good intentions
  - Providing open and honest feedback to students and to one another

To Apply
Interested candidates should email a cover letter, resume, and list of three references to the attention of Brad Arnold, Dean of Faculty, at humanresources@stuart-hall.org. All applications will be confidential. References will not be checked without first notifying the candidate.
Stuart Hall welcomes candidates who have demonstrated a commitment to diversity, equity, and inclusion in their work and their lives, and who will add to the diversity of our community. Stuart Hall does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices. The School is committed to providing an inclusive educational environment. We actively engage students, families, faculty, and staff from diverse backgrounds and experiences. Our school community respects the differences in ethnicity, race, religion, sexual orientation, and socioeconomic status.