

Building Substitute Teacher

Start Date: August 2024

Ruffing Montessori School, an independent, co-educational school serving children 18 months through 8th grade, in Cleveland Heights, Ohio, seeks bright, energetic, and collaborative individuals to apply to be a Building Substitute Teacher. The Building Substitute Teacher is a full-time staff member assigned daily to cover teacher absences whether short term (day-to-day) or long term (extended leave), depending on the needs of the school. This position provides classroom coverage and learning support for the Toddler Community through Middle School program levels.

This position must have flexibility to adjust to the absent teacher's daily schedule (7:45 am - 3:45 pm, 8 am - 4 pm, or 10 am - 6 pm). On days where no substitute teacher is required, this position will provide support wherever most needed.

The ideal candidate will demonstrate enthusiasm for working with children, and possess a nurturing character, a positive spirit, creativity, flexibility, patience, and a growth mindset. The incumbent will respect the necessity for consistent attendance and punctuality and will appreciate working cooperatively in an atmosphere of respect. Most of all, the successful candidate will demonstrate keen enthusiasm and appreciation for Ruffing's culture, values, and mission:

"The mission of Ruffing Montessori School is to employ the philosophy and methods of Dr. Maria Montessori to educate young people to their fullest potential, instilling a deep sense of personal independence and social responsibility. With the knowledge that they are citizens of the world, they will contribute to that world by making decisions based on the highest order of ethics and conscience."

Ruffing Montessori School encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to our mission.

How to Apply:

Interested candidates are encouraged to submit a letter of interest, current resume, and list of three references to employment@ruffingmontessori.net. Materials will be reviewed as received and interviews will follow. The School is

eager to find the best candidates to fill these roles and will be prepared to immediately hire the right candidates.

Job Type: Full-time

Salary Range: \$30,000 - 45,000 commensurate with education and experience

Benefits:

403(b) retirement plan

Health insurance

Life Insurance

Dental insurance

Vision insurance

Flexible Spending Account

Dependent Care Account

Paid Time Off

Parental Leave

Professional Development Assistance

Education:

High school or equivalent (Required)

Bachelor's degree (Preferred)

AMI Montessori training diploma (Ideal)

Experience:

Childcare: 1 year (Required)

Classroom: 1 year (Preferred)

Classroom Management: 5 yrs+ (Ideal)