



Title: Substitute Teacher (full-time)

Level: Middle Learning

Reports to: Middle Learning Principal	Work Schedule: Monday-Friday, 7:30 am- 3:30 pm	Positions Supervised: N/A
Job Status: Full time	FLSA Status: Exempt	Revised: April 2024

POSITION SUMMARY:

The Middle Learning substitute teacher is primarily responsible for supporting the day to day functions within Middle Learning. This position will meet the needs of the Middle Learning 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 Google classroom for course-related materials, taking attendance, and supporting the students learning in the classroom
- Teach a range of courses based on the needs in ML (and others based on teacher expertise)
- Manage the ML substitute-coverage document and communicate coverage to the Admin team
- Supervise the ML Commons and Green from 7:30 to 8am Monday - Thursdays and 7:30 to 9am on Fridays
- Supervise mixed carpool from 2:50 to 3:20pm every afternoon
- 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
- Help to maintain neat and tidy hallways, stairwells, main lobby, faculty lounge, and support the Admin Asst with organizing the Lost and Found
- Support the ML Admin asst as needed during planning periods and professional work days
- Communicate with parents in an appropriate and timely manner when necessary
- Assist with other duties (club supervision, attending and driving to field trips, student socials, front desk management)

Education:

- Bachelor’s degree required

Experience:

- Experience working with middle school aged children in a 5 - 8 grade setting
- Demonstrated expertise in classroom instruction at the middle school level

Specialized Skills and Knowledge

- Collaborative and flexible team player
- Excellent interpersonal skills
- Ability to maintain complete confidentiality
- Coaching a sport preferred

● Knowledge of Google Classroom preferred	
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MISSION STATEMENT:

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.

DIVERSITY, EQUITY, INCLUSION STATEMENT:

At The Galloway School, diversity, equity, and inclusion are integral parts of our mission, history, culture, and identity. The members of the school value and affirm the individuality of each person in our community. We truly commit to having a diverse community and intentionally supporting these efforts through our policies, curricula, programming, and resources. The Galloway School continuously examines and renews our commitment to fostering a community that welcomes and respects each individual.