

Long Term UL Sub - English

Title: Long Term Substitute Teacher	Reports to: Level Principal	General Status: For a maternity leave
Dates Needed: August – November/December 2024 (2 positions available)	Work Schedule: Monday - Friday, 7:30 am- 3:30 pm	FLSA Status: Exempt

POSITION SUMMARY:

In the absence of the regular teacher, the long term substitute teacher is responsible for teaching a full load of Upper Learning English classes.

PRINCIPAL RESPONSIBILITIES

The responsibilities include and are not limited to:

- Teach five sections of English courses in Upper Learning.
- Deliver curriculum, assign related coursework and track student performance.
- Evaluate student progress (academic updates, progress reports and conferences).
- Deliver thorough and timely feedback to students for essays and assessments.
- Demonstrate an attitude of flexibility with regard to curriculum decisions in order to meet the instructional needs.
- Provide guidance for learning according to the lesson plans.
- Work with students during the Tutorial as needed.
- Maintain a safe, comfortable, and engaging classroom environment.
- Collaborate with colleagues and seek feedback in the spirit of continuous improvement.
- Serve as an advisor to an assigned group of students.
- Participate constructively and collaboratively in professional development, grade level, and department meetings.
- Follow school procedures and regulations.
- Perform other related duties as directed by principal or assistant principal.
- Embody and advocate for the mission and vision of the school.

Education:

- Bachelor's degree required

Experience:

- 3-5 years of teaching experience in an independent school preferred

Competencies:

- Demonstrates good judgment in the supervision of students.
- Maintains punctuality and reliability.
- Ability to incorporate technology in daily tasks.

Specialized Skills and Knowledge:

- Familiarity with English curriculum and delivery.

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.