**Long Term UL Sub - English**

<table>
<thead>
<tr>
<th>Title: Long Term Substitute Teacher</th>
<th>Reports to: Level Principal</th>
<th>General Status: For a maternity leave</th>
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<tbody>
<tr>
<td><strong>Dates Needed:</strong> August - November/December 2024 (2 positions available)</td>
<td><strong>Work Schedule:</strong> Monday - Friday, 7:30 am- 3:30 pm</td>
<td><strong>FLSA Status:</strong> Exempt</td>
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**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.

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**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.