



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

Substitute Coordinator (Lower School, SY 2024-2025)



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

Job Summary

Lake Highland's Lower School seeks a Substitute Coordinator to monitor faculty needs for substitute teachers and oversee continuous classroom coverage with the Lower School. This position is responsible for the orientation of and record-keeping related to Lower School substitute teachers. When assigned, this position will also assist with front office duties such as greeting visitors, parents, and students, answering questions, taking messages, and answering the phone.

This is a full-time, fully benefitted, 10-month position. We encourage applicants from underrepresented groups to apply.

How to Apply

Please [click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

LHPS conducts background checks, including fingerprinting, and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

Education & Experience

- A Bachelor's degree from an accredited college, university, or international equivalent is required, preferably in Education or a related field.

About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.