



## **Substitute Teacher**

**Reports to: Lead Teacher and Respective Division Director**

**Non-exempt | Temporary (On-Call Basis)**

*St. George's Episcopal School is a coeducational, independent school serving approximately 400 students from Nursery through eighth grade in a family-like atmosphere with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the premise that everyone learns differently. Our version of personalized learning, our nurturing environment and our low student-to-teacher ratios ensure that we challenge and support every child. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. Learn more at [www.stgnola.org](http://www.stgnola.org).*

## **Position Summary**

Substitute teachers will replace permanent classroom teachers during their absence and provide the same instructional and learning environment for the students as if the lead teacher were present. The substitute teacher is responsible for carrying out lesson plans and working collaboratively with the lead teacher's teaching curriculum.

## **Essential Duties and Responsibilities**

- Follows the lesson plans created by the lead teacher for whom he/she is substituting
- Assumes and fulfills all daily teacher responsibilities in the absence of the lead teacher
- Maintains the same established culture, procedures and routines in the classroom designed by the lead teacher
- Models and encourages good behavior that promotes healthy child outcomes
- Monitors the students' actions outside of the classroom such as in the hallways
- Implements plans for curriculum programs which provide for effective teaching strategies
- Takes all necessary and reasonable precautions to protect students, materials and equipment
- Maintains a classroom environment conducive to effective learning
- Works collaboratively with the lead teacher to ensure all students are successfully progressing through each lesson taught
- Communicates with parents and students while providing additional assistance with daily assignments
- Reports all student injuries, accidents, illnesses and discipline problems to the division director
- Complete other teaching duties as assigned by the lead teacher and division director

## **Qualification Requirements**

- Bachelor's Degree (highly preferred)

- Willingness to work with children of ages (1 years old - 8th grade) and their families on a team of educators
- 3 years experience as a former teacher or long term substitute
- Ability to work well in a team and collaborate
- Outstanding organizational and time management skills
- Exceptional oral and written communication skills which prove effective in communicating with students, parents, faculty and administration
- A desire to problem solve through clear and open conversation
- A growth mindset; open to feedback and able to take risks
- Ability to lift up to 20 lbs
- Flexibility to adapt to quick changes in regard to classroom systems
- Highly interested in pursuing continuing education opportunities; dedicated to lifelong learning
- A sense of integrity, ethics, confidentiality and ability to carry out responsibilities in accordance with the school's policies and procedures

### **St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Please send a PDF of your resume and cover letter to [hr@stgnola.org](mailto:hr@stgnola.org)**