



Full Time Substitute Teacher Job Description

www.christinaseixacademy.org

Christina Seix Academy, an independent Pre-K to 8th grade boarding school, is seeking a Full Time Substitute Teacher for the 2024-2025 school year. Our purpose is to empower extraordinary young people to grow "From Potential to Achievement" by addressing the systemic educational and other barriers that have historically held back children from marginalized communities. We are proud to employ a culturally diverse faculty that is reflective of our diverse student population.

The Substitute Teacher would report to the Academy on a full time schedule and work with the Senior Director of Academic Programs and other instructional team members to create a nurturing and effective learning community, utilizing our 70 acre campus and state of the art facilities.

Qualifications:

- Bachelor's Degree required
- Documented experience working with children
- Bilingual desirable, but not required

Required Characteristics and Desired Traits:

- "Can do" attitude
- Collaborative; open-minded, excited to work with others, willing to listen with the intent to learn, and receptive to lending and receiving feedback;
- Willing to adapt to changes in programs, strategic decisions, and scheduling.
- High emotional and social intelligence;
- Excellent verbal and written communication skills
- Highly professional in disposition, habits, and interpersonal skills;
- Highly organized and detail-oriented;
- Ability to handle multiple projects and dynamic priorities without missing a beat;
- A highly curious individual with a growth mindset;
- Social justice minded individual committed to making a difference;
- Sustained commitment to diversity, equity, inclusion and belonging.

Job responsibilities will include:

Academic

- Must be available to work the full school day hours of 8:45 am to 4:45 pm, Monday-Friday (Occasional Saturdays for school programs);

- Reports to Senior Director of Academic Programs;
- Support with implementing the curriculum for assigned grade level;
- Work collaboratively with Lead and/or Associate Teachers;
- Integrate and manipulate technology;

School Culture

- Create positive, achievement-oriented and structured learning environment with high "joy-factor" so that students are excited about and invested in their academic excellence;
- Set and hold students to extremely high academic and behavioral standards;
- Collaborate with teachers to ensure a rigorous, joyful, and safe environment across the entire campus;
- Assume responsibility for every single scholar's success by holding all students accountable during transitions, meals, and other learning opportunities;
- Build rapport with students both inside and outside of class;
- Attend school-wide events, including committees, celebratory moments, athletic and parent facing events;
- Demonstrate flexibility and willingness to support various aspects of the school community beyond classroom responsibilities, embracing the ethos of "the village" by contributing to extracurricular activities, school events, and collaborative initiatives as needed.

Benefits

- Competitive salary, based on experience
- Health insurance
- Dental and vision insurance at no cost
- 401k with employer match
- 10 PTO days and 5 sick leave days (in addition to all school closure days)
- 5 Wellness Days
- Free meals (breakfast, lunch and dinner)
- Free dinner for family members
- Regular, in house professional development
- Life insurance
- Parental leave

Physical and Emotional Demands: Work is active; it may require long periods of standing and walking, as well as occasional sitting, reaching at or above shoulder height, twisting, pushing/pulling and stooping/bending/lifting to perform activities with students and staff; must be able to work in an open-concept environment where noise and other activities may at times interfere with concentration. Must be able to alter plans/routines when unexpected, stressful situations and multiple interruptions occur without projecting stress/frustration that would adversely affect the work environment.

Equal Opportunity Employer

Christina Seix Academy is an equal opportunity employer and does not discriminate on the basis of race, sex, color, creed, sexual orientation, national or ethnic origin, veteran or handicapped status in its hiring policies.

Application Instructions:

Interested individuals please send resumes, cover letters, educational philosophies and three professional references to Cari Welsh, the Director of People Operations and Talent Development, at cwelsh@christinaseixacademy.org and Ivy Green Jones, Senior Director of Academic Programs, at igjones@christinaseixacademy.org. For more information about Christina Seix Academy, you are encouraged to visit our website at www.christinaseixacademy.org.