



JOB POST: Substitute Teachers, grades 6-12

Summary: Substitute teachers work in the absence of regular teachers and educational technicians, helping students to accomplish daily tasks and meet educational objectives.

Job expectations — A substitute teacher/substitute ed tech is expected to:

- Have the capacity to give instruction and manage student behavior confidently and effectively, follow written and/or oral instructions accurately and dependably, in the absence of a regular teacher
- Establish respectful relationships with students in a brief time period
- Maintain a professional attitude in all manner of conduct with students, faculty, and parents
- Communicate well with other personnel and faculty, sharing any issues of concern to administration in a timely fashion
- Seek help appropriately from deans, counselors, and/or administrators
- Complete any required online trainings (e.g., mandatory reporting) promptly as directed
- Respond calmly and with good judgment in the rare event of a school emergency
- Become familiar with all information contained in the Substitute Handbook

Qualifications:

- Minimum of two years of college completed (bachelor's degree preferred)
- Prior teaching and/or substitute experience preferred
- Proof of active criminal history records check (CHRC) certificate

Hours:

- Check in to receive the day's assignment from the Substitute Coordinator by 8:15AM
- Stay through the final bell at 2:45PM

- Two step scale:
 1. \$125/day (or)
 2. \$135/day for individuals who provide documentation of active Maine teaching certification

- Retired teachers whose certifications have expired may contact the payroll/benefits manager (x4433) to discuss possible exemption from the “active certification” qualification
- No benefits are associated with substitute teaching

To apply, please submit the following:

- Completed “Non-instructional Staff” application form (available for download online [here](#))
- Contact information for three work-related references
- Evidence of current/active CHRC certificate (required by Maine law)
- This certification may be pursued later in the hiring process, but the candidate must be willing to undergo a background check and fingerprinting by the State of Maine; more information may be found at the Dept of Education website)

All materials should be submitted electronically to lisa.estabrook@thorntonacademy.org. Please note “Substitute Application in the Subject line.

Applications will be accepted until a suitable candidate is found.

If electronic submission is not possible, materials may be mailed or delivered to:
Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.