



Substitute Teacher (K-8)

The Avery Coonley School is actively seeking Substitute Teachers for the current school year. Qualifications include a bachelor's degree with previous teaching experience preferred. Experience in independent schools or gifted education is strongly preferred.

Position Summary: To provide meaningful instruction and supervision for assigned classes in the absence of regular classroom teacher.

Essential Duties and Responsibilities:

- Reports to school office at the beginning of the school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed.
- Carries out a program of study prescribed in the lesson plans left by classroom teacher.
- Creates a classroom environment that is conducive to learning and is appropriate to the maturity and interests of the students.
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lesson, units, or projects assigned.
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- Maintains a neat and orderly classroom.
- Takes attendance in accordance with school procedures.
- Ensures students are never left unattended in the classroom.
- May perform duties usually required of the absent teacher such as lunchroom duty, car-line duty, etc.
- Knows emergency evacuation routes for classrooms assigned.
- Performs other related duties as assigned.
- Demonstrate professionalism in appearance, words, and actions.

Requirements:

- Bachelor's degree from a four-year accredited institution.
- Three or more years of teaching experience preferred.
- Excellent writing, communication, presentation, and group facilitation skills
- "Can do" attitude and ability to work as part of a team
- Willingness to develop differentiated learning experiences for gifted and high-achieving students
- Ability to receive feedback and engage in continuous self-improvement
- Ability to adapt to a dynamic, rapidly changing work environment
- Ability to build positive relationships
- Ability to work collaboratively, plan with Group teaching partner, and team teach
- Ability to work collaboratively across teams, departments, and divisions

- Firm belief in personal accountability, producing measurable outcomes, and sustaining high expectations

About The Avery Coonley School

Located in the western suburbs of Chicago and serving 330 children from 40 communities in grades PreK to 8, The Avery Coonley School (ACS) welcomes highly motivated, high-ability learners who eagerly seek new challenges. Gifted and high-achieving students flourish in a unique and collaborative culture where the drive to learn transcends all other differences. Founded in 1906, ACS enjoys a storied place in the history of gifted and progressive education for younger students in Chicago and across the nation. Learning spaces brim with energy, project-based learning, and individual exploration. On the historic 13-acre campus, which is adjacent to a forest preserve, members of the Avery Coonley community thrive in a learning environment that allows for flexibility, creativity, and innovation.

Salary Description: \$150.00 per day

[Apply here](#) if you are interested in this position.

You can also send your resume to mvalek@averycoonley.org.