



### **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](mailto:mvalek@averycoonley.org).