



## **Substitute Teacher/Coordinator**

### **Summary/Objective:**

The Substitute Teacher/Coordinator plays a critical role in ensuring smooth daily operations by managing substitute coverage for faculty absences while also stepping into the classroom as a substitute teacher when needed. This dual responsibility requires excellent organizational skills, flexibility, and a passion for maintaining high-quality learning experiences.

Employee is responsible for understanding the Mission, Vision, Core Values, Employee Handbook and other school policies of Oxbridge Academy, ensuring the adherence of these policies in performance, action and self-conduct. This position reports to the Academic Dean.

### **Tasks/Essential Functions:**

#### **Substitute Scheduling:**

- Coordinate and assign substitute teachers to cover planned and unplanned faculty absences.
- Maintain and update a reliable roster of qualified substitute teachers.
- Respond promptly to last-minute absence notifications, ensuring timely coverage.

#### **Teaching Responsibilities:**

- Serve as a substitute teacher across various grade levels and subjects when needed.
- Deliver lesson plans and maintain a positive, engaging classroom environment.
- Foster a productive and respectful learning atmosphere that is in line with school values.

#### **Administrative Support:**

- Keep detailed records of substitute teacher assignments and hours worked.
- Manage and track substitute teacher availability and qualifications.
- Collaborate with the Human Resources department to onboard and train new substitutes.

#### **Communication:**

- Serve as the primary point of contact for substitute teachers.
- Communicate coverage needs and expectations clearly and professionally.
- Act as a liaison between substitute teachers, faculty, and administration.

#### **Classroom Preparation:**

- Work with department chairs to ensure that substitutes have necessary lesson plans, schedules, and classroom materials.
- Ensure substitutes are familiar with school policies and procedures.
- Follow up with substitutes and teachers to assess the coverage quality.

#### **Professional Development:**

- Organize periodic orientation sessions for substitute teachers.
- Offer guidance and resources to support substitutes in managing classroom dynamics.

#### **Collaboration:**

- Work closely with department heads, faculty, and staff to anticipate and plan for absence coverage needs.
- Support other administrative tasks as needed, contributing to the overall efficiency of the school.

**Qualifications:**

- Bachelor's degree.
- At least one year of relevant experience in education, administration, or a related field.
- Successful candidates will have a proven record and knowledge of best practices in teaching and possess strong interpersonal and communication skills to enable them to quickly establish rapport with students.
- Exceptional organizational and problem-solving skills.
- Strong interpersonal and communication abilities.
- Proficiency in using scheduling software and other office tools.
- Ability to step into a classroom and effectively manage student learning.

Oxbridge Academy is a non-profit, independent school in West Palm Beach, Florida serving grades 6–12. Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law. Interested candidates should apply by sending a resume and cover letter to [hr@oapb.org](mailto:hr@oapb.org). Please, no phone calls.