



JOB DESCRIPTION	
Position Title:	On-Call Substitute Classroom Teacher
Supervisor:	Director-Upper Elementary or Lower Elementary or Early Education
Revision Date:	1/1/26
Classification:	Non-Exempt /10 month
Department:	Faculty

POSITION SCOPE: This position is responsible for performing the grade-appropriate curriculum instruction in language arts, math, science and social studies using the lesson plan developed by the Lead Classroom Teacher. Within the classroom, the Substitute teacher provides academic guidance to students, supports behavioral management, grades assignments, and keeps track of student progress.

ESSENTIAL DUTIES:

Responsibilities

- Execute the lesson plan developed by the Lead Classroom Teacher
- Use best pedagogical practices and principles of effective instruction consistently in the classroom.
- Create a safe, engaging, and inclusive classroom environment where all children are heard, supported, valued, and respected for their unique identity.
- Provide a balanced classroom where social emotional learning, character development, and academic excellence are prioritized and valued.
- Maintain records/notes on student progress to pass on to the lead teacher
- Work collaboratively with your grade level DHH teacher.
- Follow school policies and procedures as described in the faculty handbook.
- Assist with carpool, lunch and recess duties.

*Other duties as assigned by the Directors of Upper, Lower Elementary or Early Education

PREREQUISITE KNOWLEDGE, SKILLS, AND EDUCATION:

- Bachelor's degree
- California Teaching Credential preferred
- Master's Degree in Education or similar field preferred
- Up-to-date with best pedagogical practices for elementary school education
- Teaching experience in elementary and/or middle school
- Knowledge of Common Core standards, Principles of Effective Instruction, Responsive Classroom, Lucy Calkins Writers Workshop, and Singapore Math methods
- Exceptional cultural competency skills in order to create a diversity responsive learning environment and to work effectively with a range of students from diverse backgrounds
- Ability to work and communicate effectively in a collaborative team environment
- Excellent communication skills, both oral and written
- Ability to support the behavioral and developmental needs of children
- A positive outlook, strong listening skills, a growth mindset, and an enthusiasm for working with young people and their families.

- Curiosity and a love of learning and children
- A willingness and enthusiasm to participate and be visible in the Echo Horizon School community
- Proficiency with Mac computers, MS Office programs, Internet use
- First-aid and CPR trained

PHYSICAL AND MENTAL REQUIREMENTS:

- Standing and sitting for extended periods of time
- Repeated squatting and bending
- Lifting up to 30 pounds
- Ability to work outdoors with no temperature control
- Correctable vision and hearing.

This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment. School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.

Echo Horizon School is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

I have read and understand the expectations outlined in this job description in its entirety. I will abide by the job description and its expectations. I understand the physical demands of my job and I understand the work environment of my job.

*****Please send cover letter, resume, teaching philosophy and references to careers@echohorizon.org.**