Position Profile

POSITION TITLE: **Substitute**
DATE MODIFIED: January 2026
FLSA CLASSIFICATION: Biweekly
REPORTS TO: Head of Lower School

POSITION OBJECTIVE: Provide engaging, outcome-focused instruction to Hancock students.

Qualifications and Skills:

- Primary or Lower School teaching experience strongly preferred

Personal Characteristics:

- Adaptable, persistent, and proactive
- Strong interpersonal and organizational skills
- Solution-oriented; growth mindset
- Excellent written and verbal communication skills

Essential Functions:

- Support students' academic and personal development in alignment with HDS priorities and practices.
- Provide developmentally and academically appropriate experiences encouraging curiosity, exploration, and problem-solving.
- Lead a classroom environment that is conducive to learning and aligned with students' physical, social, and emotional development.
- Follow instructional design and planning policies and practices.
- Model appropriate activities and positive classroom management techniques.
- Follow organizational policies and procedures.
- Other duties and responsibilities as assigned by the Head of School.

Working Environment:

- Work hours: 7:30 am - 4:00 pm
- Occasional lifting, carrying, pushing, and pulling.
- An active working environment that requires standing and movement.
- Minimal temperature variations.
- Generally hazard-free environment.

The Hancock Day School is a coeducational, independent day school serving students from pre-kindergarten through grade 8. The policy of Hancock Day School is to recruit, hire, train, and promote employees without discrimination based on race, sex, sexual orientation, age, religion, national origin, veteran status, or disability.