American School Foundation of MONTERREY

Job Description

Job Position Title / Name:	Permanent Substitute Teacher *(ELEM)*
Area / Building:	Elementary
Reports to:	Elementary Principal

Position Overview:	The Permanent Substitute Teacher for the Elementary School ensures continuity of high-quality instruction and classroom management during teacher absences or when additional instructional support is needed. This role provides consistent presence, stability, and reliability for students and staff while maintaining ASFM's academic expectations, classroom culture, and learning environment. The Permanent Substitute Teacher is a key member of the Elementary School community, supporting students' academic, social, and emotional development across grade levels.

Key Responsibilities:	• Deliver engaging instruction based on lesson plans and materials provided by the absent teacher. • Maintain a safe, positive, and structured classroom environment that reflects ASFM's values and behavioral expectations. • Apply developmentally appropriate teaching practices for early childhood and elementary-aged students. • Support learning activities across a variety of subjects, including literacy, math, science, social studies, and specials (as needed). • Supervise students during classroom transitions, breaks, recess, lunch, assemblies, and field trips when assigned. • Provide clear communication and written feedback to classroom teachers about student progress and daily activities. • Adapt instruction or classroom routines when necessary to meet the needs of individual students or groups. • Work collaboratively with grade-level teams, instructional assistants, specialists, and administrators. • Participate in staff professional development, team meetings, and school community events as required. • Uphold confidentiality, professional conduct, and ASFM policies at all times.

Interacts and/or collaborates with:	**Internal:** • Classroom Teachers and Grade-Level Teams • Learning Support Specialists and Counselors • Assistant Principals and Elementary Principal • Educational Assistants • Administrative Support Team • Students and Parents **External:**

American School Foundation of MONTERREY

	• Visiting educators or consultants (as appropriate) • External training providers

Job Profile:	**Highest Level of Education:** • Bachelor's degree in Education or a closely related field (required). • Valid teaching credential or license (preferred). **Experience:** • Minimum of 2 years of experience working with elementary-aged students in a school setting. • Experience as a classroom teacher, substitute teacher, or instructional support staff (preferred). • Experience in international or bilingual schools is highly desirable. **Knowledge and Skills:** • Strong understanding of early childhood and elementary child development. • Knowledge of effective instructional practices for young learners. • Ability to follow established lesson plans and routines while ensuring student engagement. • Effective classroom management and communication skills. • English fluency required; Spanish proficiency desirable. • Familiarity with learning technologies and digital classroom tools (e.g., iPads, Google Workspace, Seesaw). **Key Competencies:** • Patience, empathy, and a nurturing approach with young children. • Flexibility and adaptability across grade levels and subject areas. • Professionalism, reliability, and strong organizational skills. • Collaboration and teamwork with teachers and support staff. • Commitment to student safety, well-being, and inclusive practices. **Certifications or Credentials:** • Teaching credential or equivalent (preferred). • Child protection and safeguarding certification (required upon employment). • First Aid/CPR certification (desirable).

Work environment and conditions:	• Full-time, school-year position based in the Elementary School (PK–5). • Daily on-campus presence required for immediate coverage availability. • Majority of work occurs in classroom settings; movement across grade levels is expected. • Occasional participation in after-school events or professional development. • Participation in professional development and school-wide community activities is expected.