

STERNE SCHOOL Job Description

Sterne School Substitute Teacher

Sterne School provides full-day instruction to lower, middle, and high school students. The school's mission is to build on the foundation of individual strengths to discover and nurture each student's version of greatness. In a warm respectful atmosphere, our students become confident, responsible students. The school is certified by the California State Department of Education and accredited by the Western Association of Schools and Colleges. Sterne School is an equal opportunity employer.

JOB DESCRIPTION: Substitute Teachers report to the Head of Lower/Middle School or Head of High School and are responsible for guiding students to achievement of the Student Learning Objectives (SLOs) and the Strategic Plan. The following is a summary of job duties and responsibilities:

- Embody and support the Sterne School Mission Statement, Diversity Statement, and Core Values
- Follow provided lesson plans, take attendance, cover teacher duties, and report back to the classroom teacher and/or Division Head regarding any outstanding issues
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds
- Support Social-Emotional Learning in a safe and nurturing classroom environment
- Manage student behavior in the classroom by enforcing classroom rules and procedures
- Reach out to Division Heads for needed support
- Provide supervision of students at all times, and always maintain clearly stated classroom limits in supportive, firm ways
- Maintain an organized, orderly classroom that sets executive functioning standards for students, including care for books, computers, iPads, materials, and the school site
- Support technology and Assistive Technology use in the classroom
- Participate in planned field trips or Experiential Week activities

TO APPLY: Send an introductory email, including résumé and/or details of relevant experience, to: frontdesk@sterneschool.org.