



Substitute Teachers

The Country School seeks substitute teachers with experience in education or college students preparing to embark on an education career. Substitute teachers provide continuity of the learning experience for students in the absence of their regular teacher. The Country School is a warm and welcoming environment, with small class sizes, and respectful and engaged students.

Substitute teachers can work full or partial days. Substitutes are provided with lesson plans and activities to deliver. During the school day, substitute teachers are responsible for following the established routines and procedures of the Division and classroom, including assisting with recess or lunch supervision duties. Substitute teachers are expected to write notes to the absent teacher describing what was accomplished during class and organize any collected materials.

Interested applicants should contact jmelbye@countryschool.org.

Applicants will need to have background checks and complete the paperwork for compliance with HB486, providing ten years of employment history if you were in direct contact with minors.

Essential Responsibilities

- Arrive by 7:45 or as promptly as possible when called late. After checking in at the front desk to receive a badge and EOP materials, report to the assigned classroom or Division Head's office.
- Remains in the assigned classroom until all students have been dismissed for the day (3:30 M-Th, 1 pm F), unless otherwise instructed by the Division Head.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates
- Familiarity and comfort with technology sufficient to assist students access virtual assignments
- Writes a note about work completed at the end of each teaching day and leaves it for the regular classroom teacher
- Assumes any other reasonable duty or assignment made by the Division Head
- Responds promptly to requests for substituting assistance