

Marin Horizon School



Substitute Teacher

School Description

Since its founding in 1977, Marin Horizon has been providing a challenging and robust academic program combined with character-enhancing life skills. Marin Horizon is a place of creative, active learning built around our commitment to developing each student's confident voice. Marin Horizon serves about 300 students from toddler through grade eight and is located in Mill Valley, CA.

Position Summary

Marin Horizon School seeks people who love to work with children to serve as regular substitute teachers in all four Divisions of the School (Toddler: 2 & 3 year olds; Primary: 3 - 5 year olds; Lower: K - 4th Grade; Middle: 5th - 8th Grade).

Substitute teachers report to Division Directors. Substitute teachers are under no obligation to accept a daily on call request. However, substitute teachers must be willing to receive possible phone calls as early as 6:00am on the school day and up to 10:00pm the night before a given school day.

Primary Responsibilities

- Implement lesson plans when they are provided
- Exhibit good/appropriate sense of humor and flexibility
- Foster a sense of joy about learning
- Supervise children in classrooms and during break times in a manner that ensures the health and safety of all children
- Maintain classroom management while adhering to the school's philosophy and mission
- Possibly performing other related duties, such as helping at pick up and during lunch times
- Reporting all student injuries, accidents, illnesses, and/or discipline issues to the appropriate Division Director in a timely manner

- Helping to ensure that materials, facilities, and equipment are maintained
- If applicable, reporting attendance
- Following the daily schedule and ensuring that students are dismissed on time from each class
- Documenting anything the absent teacher may want/need to know upon return to school



Strong candidates will have most or all of the following: strong communication skills, confidence speaking with a group of children, compassionate leadership, dependability, responsibility, reliability, positive outlook, energy, and enthusiasm.

Substitute teachers check in at the front desk upon arrival and prior to leaving when work is completed for the day.

Compensation and Benefits

The hourly compensation rate will be \$26 per hour.

How to Apply

Resumes and cover letters should be sent to jobs@marinhorizon.org. Please indicate which Divisions (list as many as you are open to) of the school you would be interested in for substitute teaching opportunities (Toddler, Primary, Lower, Middle).

EQUITY STATEMENT

Marin Horizon School is committed to building and maintaining a community that is inclusive, equitable, and welcoming to all. We believe that diversity—in background, identity, perspective, and experience—strengthens our school and enriches the educational environment. We welcome and encourage candidates of all races, ethnicities, genders, sexual orientations, ages, abilities, religious affiliations, socioeconomic backgrounds, and identities to apply. Marin Horizon does not discriminate on the basis of any protected characteristic and is committed to fair and equitable hiring practices.

*Employment is contingent upon successful completion of required background checks, fingerprinting, and TB clearance.

