



TITLE: Substitute Teacher

REPORTS TO: Head of School

STATUS: Non-exempt, hourly (in-person)

CORE SCHEDULE: On call as needed, part-time, Mon – Fri (8:00am – 4:00pm or 10:00am – 6:00pm),
Academic Year Calendar

START DATE: August 2026

OVERVIEW

The Substitute Teacher provides a safe, nurturing, and engaging learning environment in the absence of a lead guide or assistant. Working collaboratively with faculty and administration, substitutes help maintain Montessori classroom routines while supporting students' independence, concentration, and respect for themselves, others, and the environment.

The ideal candidate is dependable, flexible, warm, and committed to fostering a positive educational experience that aligns with the school's Montessori philosophy.

**Assignments may include Toddler, Children's House, Lower Elementary, Upper Elementary, Middle School, specialty classes, or classroom assistant coverage based on school needs.*

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervise students while maintaining a safe, respectful, and orderly classroom environment.
- Follow lesson plans and classroom routines provided by the Lead Guide or administration.
- Support students in completing classroom work and maintaining established expectations.
- Foster student independence while providing appropriate guidance and encouragement.
- Maintain consistent classroom management practices aligned with Montessori principles.
- Ensure the health, safety, and well-being of all students.
- Respond appropriately to student needs, accidents, or emergencies, following school procedures.
- Monitor student behavior and communicate concerns to the Lead Guide or administration.
- Maintain confidentiality regarding students and families.
- Help maintain an organized, clean, and prepared classroom.
- Encourage students to care for classroom materials and the learning environment.
- Leave the classroom in good order for the returning teacher.

OTHER ACTIVITIES:

- Arrive on time and prepared for each assignment.
- Communicate promptly with school administration regarding availability and scheduling.
- Demonstrate professionalism, flexibility, and a collaborative attitude with faculty and staff.



- Any tasks as appropriately directed by Head of School or Lead Guide.
- Assist with transitions, arrival, dismissal, lunch, recess, and other daily routines as assigned
- Comply with all school policies, procedures, and safety protocols.

QUALIFICATIONS: EDUCATION, SKILLS & EXPERIENCE:

- High school diploma required; associate's or bachelor's degree preferred.
- Experience working with children in an educational, childcare, or camp setting preferred.
- Montessori experience or familiarity with Montessori philosophy is preferred but not required.
- Ability to adapt quickly to different classrooms and age groups.
- Strong observation, problem-solving, communication, and organizational skills.
- Demonstrated reliability, professionalism, and sound judgment.
- A collaborative approach to working with faculty and staff.
- An appreciation for Montessori education and child-centered learning.

COMPENSATION & BENEFITS:

Hourly wage ranges from \$17 - \$20 per hour, commensurate with qualifications and experience.

TO APPLY:

Interested candidates are encouraged to send a letter of interest and current resume to employment@ruffingmontessori.net. No phone calls please.

Employer Statement:

Ruffing Montessori School is an Equal Opportunity Employer committed to fostering a diverse, equitable, and inclusive community—one in which everyone is valued, feels safe, and belongs regardless of race, color, national origin, veteran status, ancestry, culture, religion, age, ability, socio-economic status, familial status, or sex, including sexual orientation and gender identity, or any other characteristic protected under federal, state, or local anti-discrimination laws. Peace education is an essential part of Dr. Montessori's pedagogy. Our faculty and staff model peace education in their words, actions, and lessons. Peace education is the foundation for children to develop into healthy and joyful adults who will work to ensure freedom, dignity, safety, equitable treatment, and a fair/equitable standard of living for themselves and others.

"The needs of humankind are universal. Our means of meeting them create the richness and diversity of the planet. The Montessori child should come to relish the texture of that diversity."

— Dr. Maria Montessori