



SUBSTITUTE TEACHER JOB DESCRIPTION

POSITION SUMMARY

Good Shepherd Episcopal School is a mission-driven PreK–8 independent school committed to academic excellence, character formation, and community engagement.

Substitute Teachers help ensure continuity of learning when a classroom teacher is absent. Following plans provided by the teacher, substitutes support instruction, maintain classroom routines, and create a safe, welcoming environment where students can learn and thrive.

Substitutes may serve in a lead or supporting role depending on the grade level and needs of the classroom. We seek dependable, flexible individuals who enjoy working with children and can collaborate effectively with faculty and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follow lesson plans, classroom routines, and school expectations.
- Provide instruction and support appropriate to students' ages and needs.
- Maintain a positive, respectful, and well-managed classroom environment.
- Supervise students throughout the school day, including transitions, lunch, recess, etc.
- Support students' academic, social, and emotional well-being.
- Communicate relevant information to the classroom teacher and school administration.
- Follow School policies and procedures related to safety, confidentiality, and student supervision.

REQUIREMENTS

- Experience working with children; school or classroom experience preferred.
- Bachelor's degree preferred.
- Strong communication, classroom management, and interpersonal skills.
- Flexibility, dependability, sound judgment, and a genuine respect for children.
- Successful completion of required background checks.
- Ability to support and uphold Good Shepherd's Mission and Values.

OUR MISSION & VALUES

Mission: Good Shepherd Episcopal School inspires each child to achieve academic excellence within a diverse, nurturing community that builds character and fosters respect for one another and our shared local and global environment.

Values: Community • Inclusion • Integrity • Discovery • Growth