Colegio Maya - The American International School of Guatemala
(502) 6644-1200 | www.cm.edu.gt

# Substitute Teachers

Colegio Maya - The American International School of Guatemala requires substitute teachers for our **Substitute Teacher Directory.**

The Colegio Maya Substitute Teacher should have experience and interest in teaching students at an internationally accredited school. The teacher will be expected to be exceptionally knowledgeable regarding effective instructional practices that support the teaching and learning of various age levels.

- Substitute teachers are contacted to cover both planned and unplanned teacher absences.
- Unplanned absences are usually notified with very short notice, often the day before or early in the morning of the same day.

**Education:**

- Preferably, a bachelor's degree in Education or a related field.

**Languages:**

- Advanced fluency in both English and Spanish.

**Qualifications**

- Teaching experience in either Elementary or Secondary.
- Flexibility to work with different grade levels.
- Strong interpersonal skills to work effectively with students, parents, teachers and administrative staff.

**Work Schedule:**

- This is an on-call position with no fixed hours. Substitute teachers will be contacted and needed to cover both planned and unplanned absences. Availability during the school day (Monday through Friday, 7:30am - 2:30pm) is expected. Payment depends on whether it is a half day or a full day.

**How to apply:**

- A letter of application, no longer than one page, explaining your strengths as a candidate and why you are interested in the Colegio Maya position
- A current résumé not to exceed two pages
- A one-page list of at least three referees with current phone numbers and email addresses
- A letter of reference (scanned at low resolution) which may already be in your possession

Please note that all materials must be scanned into a single pdf attachment of 4MB or less and sent to the director director@cm.edu.gt and cc'd to hr@cm.edu.gt .

For further information about The American International School of Guatemala-Colegio Maya, please see the school's website: www.cm.edu.gt

The review of candidates will begin as soon as applications are received.