THE STANLEY CLARK SCHOOL

**Substitute Teacher Job Description**

A substitute teacher's service is an important contribution to our school as well as to the development of the students. Substitutes are expected to follow the daily lesson plans prepared by the classroom teacher and perform the regular teacher's extra duties (lunchroom supervision, recess duty, etc.). This position is called on an as-needed basis.

A substitute teacher should be flexible. You may be asked to assume other instructional duties such as supervising another class so that the teacher can participate in a staff development activity, tutoring individual or small groups of students, working in the media center, or recess/lunchroom supervision. You may be asked to substitute during the teacher's prep time.

**About Stanley Clark:**
Stanley Clark is a preschool through grade 8 independent school in South Bend, IN. Our Mission states: "We inspire each student to find a joy of learning through a comprehensive journey rooted in excellence, igniting limitless potential." Our Core Values guide all that we do:

- Engage as empathetic critical thinkers
- Seek and build meaningful and authentic connections
- Foster a nurturing environment of kindness and integrity
- Empower through respectful collaboration
- Embrace a spirit of curiosity

Substitute Teachers must have a passion for working with children and be of outstanding personal character.

**Call for Substitutes**
Substitutes Calls made to you for your services as a substitute teacher will come either from the Receptionist, Director of Early Childhood/Lower School, or the Director of Middle School.

Morning call for substitute jobs: 5:00 a.m. until one hour after the start of the job
Evening call for substitute jobs: 4:00 p.m. until 10:00 p.m.

**Rate of Pay**
Substitute teachers are paid $15/hour.

**Applying to Substitute**
Those interested in substituting in The Stanley Clark School must complete the online application located at www.stanleyclark.org/about-us/employment.

Please email the Division Director of the division you primarily wish to substitute teach in with any questions (Early Childhood/Lower School: Kelly Goodspeed, kgoodspeed@stanleyclark.org, and Middle School: Dana Vance, dvance@stanleyclark.org).