THE SUMMIT
COUNTRY DAY SCHOOL

Building Substitute Teacher

Overview:

The Summit Country Day School is a nationally recognized leader in character education and offers a compelling combination of small classes, caring faculty, academic rigor, and strong spiritual values. For more than a century, The Summit has maintained a proud legacy of excellence in independent, Catholic education. We offer coeducational learning experience to students from Montessori 18 months through grade 12. The Summit is a place where values are affirmed, young minds are enriched, and dreams take flight. Learn more at www.summitcds.org.

As a teacher within The Summit Country Day's Lower School, the **Building Substitute Teacher** reports to the Lower School Director. This position plays a crucial role in maintaining a positive and productive learning environment in the absence of the regular classroom teacher. The selected individual will engage students in high quality learning experiences. This person must be able to work in any grade assigned from 9-12.

Responsibilities:

- Implement lesson plans left by the regular teacher or create engaging instructional activities if plans are not provided.
- Maintain a positive and respectful classroom environment conducive to learning.
- Manage classroom behavior and enforce school policies.
- Provide assistance to students as needed.
- Communicate effectively with school staff regarding daily activities and any issues that may arise.
- Maintains proactive communication with families through phone calls and email as needed.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree required.
- Active Substitute Teaching License issued by the Ohio Department of Education, or a Permanent Non-Tax Certification.
- Previous experience working with students in an educational setting is a plus.
- Strong classroom management and organizational skills.
- Excellent communication and interpersonal abilities.
- Flexibility to adapt to different grade levels and subjects.