



Substitute Teacher

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

Job Summary

Tallulah Falls School is accepting applications for Substitute Teachers available at both the Lower/Middle and Upper Schools for the current school year and future school years.

Compensation

Substitute teachers are compensated according to the following rates based on certification status and assignment length:

- **Full-Day Rate (5-8 hours)**
 - Non-Certified: \$100
 - Certified: \$110
- **Half-Day Rate (1-4 hours)**
 - Non-Certified: \$50
 - Certified: \$55
- **Extended Field Trip Rate**
 - \$120 for field trips that extend beyond the regular school day.

Compensation will be based on the applicable rate for the assignment. The extended field trip rate applies when field trip responsibilities extend beyond the regular school day.

Responsibilities

- Assumes all duties and responsibilities of the regular teacher in a given day.
- Follows lesson plans provided by classroom teacher to facilitate appropriate learning experiences for students.

- Maintains appropriate records in the absence of the teacher and follows required procedures and practices.
- Supervises students in a variety of school-related settings.
- Ensures all materials are read and prepared for instruction.
- Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of children.
- Monitors appropriate use and care of equipment, materials and facilities.

Requirements & Qualifications

- High School Diploma or GED required, Bachelor's or Master's degree preferred
- Scheduling availability, flexibility, patience
- Strong verbal and written communication skills
- Experience in education and/or teaching credentials preferred
- Maintain a high degree of ethical professionalism.
- Exhibit superior classroom management skills.
- Adhere to and enforce all school policies.

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to understand written and verbal instructions.
- Must be able to lift, carry, move and handle equipment, boxes weighing 10-50 pounds.
- Must be able to communicate and respond to questions from various levels both within and outside the organization.
- Must have manual dexterity sufficient to perform specified duties.

Please download and complete the TFS Application for Employment located at <https://www.tallulahfalls.org/about/careers#current-job-openings> and submit along with a resume and teaching certification (if applicable) to Marlee Fleming, Director of Human Resources at marlee.fleming@tallulahfalls.org. Please include preference of Lower/Middle School, Upper School or both. **No phone calls, please.**

Tallulah Falls School is an equal opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.