Job Description: K-12 Substitute Teacher — Allen Village School

Nov 4, 2026

Position overview

Allen Village School is hiring on-call K-12 substitute teachers to keep learning on track when classroom teachers are out. Substitutes work a full school day, **7:45 a.m. to 3:20 p.m.**, on the days they accept.

Detail	Information
Position	K-12 Substitute Teacher
Type	Part-time, on-call (as needed)
Schedule	7:45 a.m. – 3:20 p.m., on various days
Grades	Kindergarten through 12th grade
Locations	North Campus (K-8), 706 W 42nd St, Kansas City, MO 64111; South Campus (9-12), 4251 Bridger Road, Kansas City, MO 64111
Reports to	Building principal or designee
Pay	$25 per hour, up to $200 a day

Substitutes can choose the days that fit their availability.

Responsibilities

- Arrive by 7:45 a.m., check in at the front office and review the teacher's lesson plans and class rosters.
- Teach the lessons left by the classroom teacher and keep students engaged and on task.
- Take attendance and follow school procedures for arrival, transitions, lunch and dismissal.
- Maintain a safe, respectful classroom using the school's behavior expectations.
- Supervise students at all times, including during duties assigned for the day.
- Follow emergency, safety and student confidentiality policies.
- Leave a brief written summary for the teacher: work completed, absences and any concerns.
- Remain on duty through 3:20 p.m.

Minimum qualifications

Applicants need a Missouri substitute certificate (or eligibility for one) and must clear a background check. No teaching degree is required.

- At least 21 years old.
- **One of the following:**
  - A Missouri substitute certificate, earned with **36 or more college credit hours**, or with a **high school diploma or equivalent plus the 20-hour DESE-approved online substitute training**.
  - A valid Missouri teaching certificate (no separate substitute certificate needed).
- Successful fingerprinting and criminal background check.
- Authorization to work in the United States.
- Ability to work the full 7:45 a.m. – 3:20 p.m. day on accepted assignments.

The 20-hour training is offered online through Frontline Education, Kelly Education and several Missouri colleges (Missouri DESE).

Preferred qualities

These are helpful but not required.

- Experience working with children or teens (teaching, tutoring, coaching, youth programs or childcare).
- Comfort working across grade levels, from kindergarten to high school.
- Dependable, punctual and able to accept assignments on short notice.
- Clear communication and a calm, positive approach to classroom management.
- Bilingual in English and Spanish.