

Position: **Substitute Teacher (Kindergarten - 8th grade)**

Reports to: Director of Operations and Head of School

Interested parties please send resume and references to:

Karen Bayoneto

Director of Operations

kbayoneto@summers-knoll.org

Position Summary:

In the absence of the regular classroom teacher, provide meaningful instruction, helping students to learn the subject matter and/or skills in the sub plans supplied by the classroom teacher. To maintain a class environment favorable to learning and personal growth; to establish effective rapport with pupils while maintaining proper classroom management. To work effectively with the Director of Operations and other teachers to minimize any potential transition problems from the teacher to substitute.

Summers-Knoll School provides a rich academic experience for students from preschool through middle school in small, multi-age classes. They learn in an intimate, vibrant school setting and out and about in the world through project-based, place-based learning. It's a place where bright children progress at their own pace, creative children engage in limitless exploration and gifted children discover their potential.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Education: Bachelor's degree or higher
- Excellent references, must pass all background checks
- CPR and First Aid certified
- Language skills: Ability to read and implement instructional plans. Ability to effectively present information and respond to questions from administrators, parents, students and staff members.
- Ability to solve practical problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain effective relationships with students, parents, peers and administration.
- Ability to respond quickly and exercise sound judgment in emergency situations.
- Ability to problem solve independently.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties are performed indoors and outdoors
- Noise level is moderate to loud
- May be required to push and/or lift up to 50 pounds
- Directly responsible for safety, wellbeing of other people
- Specific vision abilities required by this job include close vision such as to read handwritten, typed

material or a computer screen.

- Must be able to work independently without direct supervision

Responsibilities:

- Meets and instructs assigned classes in the locations and at the times designated.
- Implements the instructional plans prepared by the teacher. When in long-term placement, creates instructional plans in coordination with the teacher and Head of School.
- Follow all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.
- Maintain a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Assume responsibility for overseeing student behavior in class and surrounding areas.
- Maintain reasonable rules of conduct in the classroom
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Serves as a positive role model for students, demonstrating professionalism that includes a positive attitude, positive and respectful communication and professional appearance.
- When in long-term assignments, attends staff meetings etc as required by the administration.
- Reviews with Director of Operations all plans, duties and schedules to be followed during the teaching day.
- Takes attendance in accordance with school procedures.
- May perform duties usually required of absent teacher such as lunchroom/recess duty.
- Insures that students are never left unattended in the classroom.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which they have been assigned.
- Completes a summary/notes regarding the day and any specific student related issues for the classroom teacher.
- Checks out with authorized personnel prior to leaving at the end of the day.

Rate of Pay:

Full Day (3.5 hours or more): \$120

Half Day (3 hours or less): \$60