



Position Title: Substitute Teacher
Date Modified: August 2024
FLSA Classification: Part Time, Non-Exempt, August - June
Reports To: Associate Head of Schools

Essential Functions:

- Follow lesson plans provided by the lead teacher to create a cohesive and consistent learning experience for the students
- Manage the classroom effectively to encourage student participation, minimize distractions, and maintain a positive learning environment
- Support students using strategies that fit their individual needs (provided in lesson plan)
- Supervise students in and out of the classroom
- Provide in-class and at-home assignments based on the available lesson plan
- Take attendance as instructed by the front office
- Provide summary report of events for lead teacher

General Responsibilities:

- Adhere to the schools' missions, visions, and values
- Ensure the safety and well-being of students
- Celebrate and promote diversity, equity, and inclusion within the classroom and community
- Demonstrate respect towards all members of the school community, including students, parents, teachers, support staff, and administration
- Behave with dignity and respect, in accordance with school and community expectations
- Abide by school policies and procedures

Qualifications:

- Bachelor's degree
- Ability to lead and instruct students of all ages or in a specific subject area (as in high school or middle school)
- Flexibility and critical-thinking skills
- Patience
- Teaching ability with a clear enjoyment of working with children and good interpersonal skills
- Fluency in reading, writing, and speaking in English, including excellent verbal and written skills
- Commitment to equity and inclusion

Helpful Qualifications:

- Previous experience working with a neurodiverse student population



Other Considerations:

- Applications are being screened as they come in with interviews happening on a rolling basis
- Compensation \$22.50 per hour paid at increments of 4 hours or 8 hours per day depending on hours worked

Physical Demands and Work Environment:

- Ability to travel safely and comfortably across a campus
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs

EQUAL OPPORTUNITY EMPLOYER: *No person shall, on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability/handicap, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, harassment, or retaliation in the school's employment opportunities.*

To Apply: Please send a cover letter, your resume, a one page teaching philosophy, and three current professional references to: Yolanda Holguin, Human Resources Manager, yholguin@rollinghillsprep.org