Great River School

Engaging intellect, shaping character, building community.

1326 Energy Park Drive
St. Paul, MN 55108-5202
Tel: 651.305.2780
Fax: 651.305-2781
Email: office@greatriverschool.org
Web: www.greatriverschool.org

Job Title: Substitute Coordinator

Level: All levels and programs
Classification: .50 FTE
Benefits Eligible: No
Compensation: Commensurate with experience and education
Licensure: Not required
Reports to: Director of Administration & Program Directors
School Year: Starting December 1, 2026

Organization description:
Great River School is a public Montessori institution serving students ages 6 through 18. Our community is committed to an engaging environment which prepares students for their unique roles as responsible and engaged citizens of the world. Our vision is world peace through education. We specifically seek to deconstruct systems of bias and oppression that interrupt relationships and access to education. We welcome applications from all backgrounds - racial justice, gender inclusion, and accessibility of education is central to our core values as a school community.

General Description:
This position's primary function is to coordinate the placement of daily substitutes through the on-call substitute list and to train, support and schedule substitute teachers; occasionally, this role may support and supervise students as necessary.

The Substitute Coordinator has a regular work schedule of 6:30 a.m. to 10:30 a.m., Monday through Friday with occasional remote early morning and evening hours, for a total of 20 hours per week. With prior supervisor approval, the schedule may be adjusted within the same workweek to accommodate occasional work outside regular hours, including early morning or evening hours.

Essential duties and responsibilities include:

1. **Substitute Coordination**

- Is the first point of contact for staff absences and coordinating substitutes where it is needed
- Manage the On-Call Substitute list, emailing list and the Homebase system
- Work in collaboration with the Human Resources Manager to hire and train substitute teachers
- Maintain the Sub List spreadsheet for staff absences and coverage and email the list on a daily basis
- Prepare substitute folders daily and provide assistance and support to substitute as needed.
- Work closely with the Program Directors to fulfill all substitute needs

Qualifications:

- Bachelor's Degree
- Have effective communication skills both written and verbally
- Ability to be flexible to work under constantly changing conditions and in a fast paced environment

- Proficient with various word processing, spreadsheet, and presentation software(Google Suite, etc.)
- Have excellent organizational and problem solving skills
- Have effective relationship building skills

Preferred qualifications:

- Experience working with children in a Montessori setting

Great River School provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and or expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state or local law. In addition, Great River School will provide reasonable accommodations for qualified individuals with disabilities.

Great River School will provide reasonable accommodations for qualified individuals with disabilities. Applications will be reviewed and interviews conducted on a rolling basis until successful candidate(s) are hired.

Please send a letter of interest, resume and contact information & relationship for three professional references (email of application materials is preferred) to:

jobs@greatriverschool.org
Great River School
1326 Energy Park Drive
St. Paul, MN 55108
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