



Substitute Teacher

Job Description

Primary Hall is seeking strong candidates to fulfill support roles that will help to ensure our students' academic and personal success. Substitute Teachers will support students by providing instruction and managing the classroom environment. Substitute Teachers will be responsible for delivering teacher lesson plans, fostering a calm and productive classroom environment, and implementing the systems and routines of Primary Hall to ensure the smooth operation of the school day. Successful Substitute Teachers will develop positive relationships with staff and students.

Key Responsibilities

- Serve as a flexible substitute teacher, providing coverage for teachers across the building
- Provide instruction in whole group and small group in a variety of subjects, following the plans developed by the lead teacher
- Exhibit positive interactions with students, staff, and families
- Create and foster a positive, safe learning environment
- Uphold school routines and procedures
- Perform administrative tasks as required such as attendance, grades, and reports
- Other relevant duties as assigned by the Executive Director

Key Qualifications & Competencies

- Commitment to, belief in, and alignment with the mission of the school, its goals, its educational philosophy, and commitment to our students, staff, and families
- Strong growth mindset, with a willingness to take personal responsibility, able to internalize and apply feedback with immediacy, dedication to effectiveness and excellence
- Excellent verbal and written communication skills
- Strong attention to detail
- Strong organizational skills
- Communicates well with others and demonstrates strong interpersonal skills with students, parents, and colleagues
- Remains calm under pressure



- Positive attitude
- Flexibility and willingness to take initiative
- Prior experience in school settings preferred
- Bachelor's degree required

Compensation:

\$130/day

Start Date:

Immediate

Commitment to Diversity:

Primary Hall Preparatory Charter School is an equal employment opportunity employer committed to maintaining a non-discriminatory working and learning environment. PHPCS does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, sex, gender identity, sexual orientation, marital status, age, ability, veteran status, or personal characteristic protected by applicable law.

How to Apply:

Please send your resume and cover letter to careers@primaryhall.org