

**Walden School, a small, independent, student-centered K-12 school, rooted in the core values of respect, responsibility, curiosity, and community, is looking for substitute teachers for the 2025-2026 school year.**

Walden is a vibrant learning community that inspires students to think critically and creatively, encourages and supports risk-taking in the classroom, and emphasizes the importance of intellectual curiosity and lifelong learning. Our responsive, dedicated, and compassionate teachers create a classroom environment that leads students to discover and develop their passions and provides them with the tools required to be successful in today's complex, global society.

### **Purpose**

A substitute teacher is responsible for implementing lesson plans, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher.

### **Responsibilities**

- Follows the teacher's written lesson plans.
- Consults with the principal and/or staff to resolve questions and/or concerns
- Keeps record of attendance, accidents, and incidents and communicates information to the Division Director and teacher
- Becomes familiar with school emergency protocols, such as fire drills and lockdown
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains discipline in the classroom and fosters a safe, productive learning environment in accordance with school policies
- Communicates in a friendly and positive manner toward parents, students, and administrators
- Prepares a written summary of work completed
- Oversees students outside of the classroom, including in the hallways and cafeteria
- Assumes all duties the teacher is responsible for

### **Minimum Qualifications**

- Bachelor's degree
- A certificate in teaching or substitute teaching is preferred
- A minimum of 2 years experience in a similar role
- Experience working with children and students
- Ability to maintain the confidentiality of student matters

- Ability to follow and enforce rules, policies, and procedures
- Ability to effectively manage time and responsibilities.
- Ability to be professional in appearance, attitude, and demeanor
- Must be detail-oriented and able to follow written and verbal instructions
- Excellent communication and interpersonal skills
- Must be punctual and reliable
- Pass a background check

**Compensation**

- \$90.00 per day and lunch provided

To apply please submit a resume to Kelly Von Busch at [kvonbusch@walden-school.org](mailto:kvonbusch@walden-school.org) and Pamela Zipper at [pzipper@walden-school.org](mailto:pzipper@walden-school.org).