



Job Title: On-Call Substitute Teacher

Level: Elementary (1-6) and Adolescent (7-12)

Classification: Contract without benefits on an “as needed” basis with flexible hours

Licensure or Certification: MN Short-call Substitute License or ability to obtain a license

Reports to: Human Resources Manager

Organization Description:

Great River School is a public Montessori school servicing students in grades 1st through 12th grades with the International Baccalaureate program in 11th & 12th grades. 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 manages classroom communities when a Guide or a Classroom Assistant is away from the classroom for a day or more. This position can fill long term or immediate short term subbing needs (creates, monitors, manages, and carries out duties related to sub plans).

General Knowledge, Abilities and Skills Required:

- Excellent interpersonal skills
- Strong verbal and written communication skills
- Ability to lead and instruct students of all ages
- Ability to adapt plans and follow plan instructions to specific classrooms and grade levels
- Have flexibility and critical thinking skills

Qualifications:

- 1+ year of experience in teaching, substitute teaching, youth/child programming or comparable experience.
- Short-call substitute teaching license for MN or B.A. degree required to obtain substitute license (successful candidates with B.A. degree can obtain their license after being hired)
- Experience working with youth & children in settings that encourage clear boundaries and personal responsibility
- Experience and training in classroom management, leading groups, and/or engaging groups in activities.
- Ability to follow lesson plans
- Ability to learn new skills and adjust behavior based on direction and feedback from supervisor &/or colleagues
- Understanding of the unique opportunities and challenges of a Montessori program serving ages 6-18

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.

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 three professional letters of reference (email of application materials is preferred) to:

jobs@greatriverschool.org

Great River School

1326 Energy Park Drive

St. Paul, MN 55108

jobs@greatriverschool.org