

## **York School Substitute Teacher Job Description**

### **The York School**

Established in 1959 and located in the beautiful hills of Monterey, the York School has offered an award-winning college-preparatory program for students in grades 8-12 that promotes intellectual curiosity and self-discovery to develop confident and authentic leaders. Known for its academic excellence, York blends experiential and classroom-based programming, encouraging students to better understand their place in the world, cultivate personal integrity, and seek to effect positive change.

### **Substitute Teacher Job Description**

York teachers have a profound impact on the lives of our students. When a teacher has a planned or unplanned absence, we rely on a skilled substitute to fill in. We are currently seeking engaging, reliable substitute teachers for classes at all levels in grades 8-12. In this role, the substitute will cover for an absent full-time teacher, taking attendance, adhering to the lesson plan, and ensuring that students stay on task and have a fulfilling learning experience. The ideal candidate will have substitute-teaching experience and an ability to lead classrooms effectively.

### **Objectives of this role**

- Take attendance at the beginning of each class and ensure that students are where they are supposed to be and are on task
- Execute lesson plans consistent with teacher guidelines and instructions
- Establish an orderly and welcoming classroom environment, and provide a positive learning experience
- Become familiar with school emergency protocols
- Adhere to all school policies and procedures

## **Responsibilities**

- Follow teacher's instructions for the lesson plan
- Record attendance according to school procedure
- Assign homework according to lesson plan
- Maintain discipline in the classroom and foster a safe, productive learning environment in accordance with school policies
- Compile a report for teacher that includes student attendance, lesson-plan progress, incidents of concern, as well as positive developments

## **Required skills and qualifications**

- Teaching experience at the high school level
- Flexibility and patience in scheduling
- Confidence and proficiency in giving instruction
- Superb interpersonal, verbal and written communication skills with a clear understanding of York's core values of Honesty, Respect, Responsibility, and Compassion
- Ability to pass background check

## **Preferred skills and qualifications**

- Bachelor's degree (or equivalent) in education
- Certificate or credential for teaching
- Ability to communicate in more than one language

Interested candidates may send their resume to [employment@york.org](mailto:employment@york.org)