



Lower School Full-Time Substitute

Type: Full-Time (10-month employee)

Supervisor: Head of Lower School

Start Date: August 2022

Mission Statement

Catherine Cook empowers students from preschool through eighth grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages with ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.

Diversity, Equity, and Inclusion Statement

Catherine Cook School is committed to creating and sustaining a diverse, compassionate, and inclusive community grounded in a culture of integrity.

Job Description

Provide classroom coverage as needed when teachers are absent. The permanent substitute must be confident in teaching a wide range of core and enrichment subjects (Art, PE, Music, Spanish, etc.) and grade levels 1st through 4th grade.

Applicants from diverse backgrounds are particularly encouraged to apply. Likewise, applicants who have supported diverse learners in inclusion or special education settings are highly encouraged to apply as well. All applicants must also be open to being part of a learning community and remain engaged in discussions around diversity, equity, and inclusion. Major responsibilities include:

- The Lower School Full-Time Substitute is an integral part of the instructional staff and is expected to assume the same responsibilities as the classroom teachers, including:
 - Maintaining a record of dependability as evidenced by consistent attendance, punctuality, and attention to work.
 - Communicating and liaising on a regular basis with other teachers with regard to planning, assessment, parent and community contact, and grade level planning meetings.
 - Ensuring confidentiality of sensitive information.
 - Following through with classroom management systems such as Responsive Classroom, expectations, and routines.
 - Communicating with parents.
 - Communicating with administrators, team coordinators, and school colleagues.
 - Attending and contributing to staff meetings and professional development opportunities.
 - Assisting, as requested, in the development of curricular materials.
- When not subbing in a classroom, the Substitute will provide classroom support (push-in, small group work, testing, etc.) and help cover lunch/recess duties as needed.

Preferred Skills and Experience

- Flexible and willing to adapt to change at short notice.
- Use initiative to solve problems when they arise, based on the best interest, and needs of students.

- Expertise in building active, collaborative classroom programs that encourage problem-solving, critical thinking skills, and develop a sense of classroom community and trust.
- A solid understanding of elementary school organization, programs, and students.
- Comfortable with the use of technology (devices and applications) as an academic tool.
- A proven ability to differentiate instruction and integrate learning.
- Ability to improvise lessons in emergency situations where the teacher is unable to provide lesson plans.
- Positive and helpful attitude.

Qualifications

- Bachelor's Degree
- Experience working with students at the Lower School level
- Willingness to learn and grow professionally

Compensation and benefits are competitive and commensurate with education and experience. Visit www.catherinecookschool.org to learn more about our school and culture. Catherine Cook School is an equal opportunity employer.

Qualified candidates can send their cover letter, resume, and three references to:

Kathy Gilmore, Coordinator of Lower School Program and Teacher Assistants, kgilmore@ccookschool.org