



## Substitute Teacher

Type: Contract/Hourly  
Supervisor: Division Head  
Start Date: Fall 2021

### 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 Statement

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

### Job Description

Catherine Cook School is looking for responsible individuals interested in substituting in Early Childhood (ages 3-5), Lower School (1st - 4th Grades), and Middle School (5th - 8th Grades). *Additionally, we seek Substitute Learning Specialists to work with students across all grade levels.* The ideal candidate has experience working with children, is comfortable with use of technology such as the Zoom platform and has a sincere interest in being a part of a community. This position requires the willingness to work on campus with students. Supervising responsibilities include: lunch, recess, independent work time and providing supervision to a classroom while a teacher instructs remotely.

Applicants from diverse backgrounds are 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.

### Qualifications

- Flexible and willing to adapt to change at short notice.
- Use initiative to solve problems when they arise and willing to make decisions on the best interest 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.
- 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.

Qualified applicants can submit a cover letter, resume, and three references to **David Recksieck, Office Coordinator**, at [main.office@ccookschool.org](mailto:main.office@ccookschool.org).

*Catherine Cook School is an equal opportunity employer. Please visit [catherinecookschool.org](http://catherinecookschool.org) to learn more about our school and culture to see if you'd be a good fit.*