



JOB TITLE: Long-Term Substitute Position: Associate Teacher and Building Substitute (2022-2023 School Year)

REPORTS TO: Co-Principals

EMPLOYMENT STATUS: Full Time; 10 months (late August to late June); Hourly

CLASSIFICATION: Non-Exempt

HOURS: 8 A.M.-3 P.M.

Revised: September 13, 2022

The mission of Carden Arbor View School is to provide the highest quality education of the whole child using the Carden curriculum and philosophy - to educate with joy, growth, enthusiasm, dignity, and respect. We are a kind and joyful learning community where everyone is celebrated for who they are. We ignite students' strengths and passions in a safe and supportive learning environment rooted in the Carden method. We widen our students' perspectives, giving them the tools to know themselves and find success in the future of their choosing. All Carden Arbor View School staff must strive to create a professional yet welcoming environment, maintain the school image with both the internal and external population, demonstrate support for the school's philosophy, mission, vision, the Carden curriculum, and the Carden method.

GENERAL SUMMARY:

The associate teacher and building substitute will provide academic instruction and social-emotional support to students in grades K-8 under the guidance of the lead teacher. Associate teachers may be asked to work with individual students, small groups, or a whole class. As building substitute, this person should be ready to fill in for any teacher who is out, following that teacher's lesson plans and being ready to provide coverage in some cases with little advance notice. The person in this role will have the opportunity to learn from and be mentored by veteran teachers and would have the opportunity to be considered for a lead teacher position at the school should such a position become available.

DUTIES AND RESPONSIBILITIES:

1. Implement curriculum under the direction of the lead teacher
2. Substitute for teachers who are unable to be present for instruction
3. Proctor a classroom in the event that the teacher is teaching remotely and the students are on campus
4. Adapt content and instruction as appropriate in order to meet students' needs

5. Assist the lead teacher in creating and maintaining an orderly and aesthetic learning environment that accounts for students' academic, social-emotional, and behavioral needs
6. Assist the lead teacher in maintaining accurate records using the school's learning management system as well as portfolios of student work to illustrate and record progress and achievement
7. Under the guidance of the lead teacher, empower students to take charge of their learning by providing all necessary scaffolding, modeling, materials, and resources, and consistently maintaining a high level of expectation for student success
8. Under the direction of the lead teacher, work with small groups of students, providing remediation and/or enrichment as needed
9. Supervise students during non-instructional times
10. Attend faculty and staff meetings when needed and occasional community events
11. Engage in professional development
12. Participate in school in-service activities and work on assigned school committees
13. Support the mission and vision of the school and present the school and oneself in a positive manner
14. Perform other duties as assigned

COMPETENCIES:

1. Love for working with children in grades K-8
 2. Desire and ability to work and connect with students in grades K-8
 3. A pedagogical knowledge of best strategies for teaching
 4. A solid understanding of K-8 children's academic, social, and emotional development
 5. Ability to connect with members of the school community
 6. Effective oral and written communication
 7. Ability to integrate technology into the classroom in meaningful ways
 8. Excellent organizational and interpersonal skills
 9. Attention to detail
 10. Maintaining confidentiality and privacy
 11. Ethical conduct
 12. Time management and the ability to multitask
 13. Teamwork, collaboration, and leadership
 14. Patience and flexibility
 15. Ability to use Google Suite, in particular Google Drive, Docs, and Sheets
 16. Ability to use Zoom and to teach students remotely if needed
- (Note: While we plan to be in-person for the year, there is the possibility that we will need to pivot to remote learning with minimal advance notice.)*

REQUIRED EDUCATION AND EXPERIENCE:

1. Bachelor's degree in education or related field
2. Experience working with students in grades K-8
3. Familiar with Microsoft Office, Google Suite, Internet, e-mail, and Zoom
4. Familiarity with or a willingness to learn about the Carden approach to teaching

PREFERRED EDUCATION AND EXPERIENCE:

1. Teaching credential
2. Experience working with K-8 students in an independent school setting

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk, listen, handle, feel, and reach with hands and arms. This position is active and involves standing and walking. The employee may occasionally need to lift and/or move items under 20 pounds.

1. Ability to lift and/or move up to 20 pounds.
2. Ability to communicate orally and in writing.
3. Ability to listen and hear.
4. Ability to walk and/or stand for extended periods of time, some of which will be required to be outside.
5. Ability to bend, sit and stoop, kneel, or crouch.
6. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Carden Arbor View School is an equal opportunity employer that complies with federal, state, and local laws governing nondiscrimination in the workplace. All employment decisions are based on business needs, job requirements, and individual qualifications. Qualified applicants are considered for employment without regard to age, race, color, ancestry, disability, national origin, gender identity, sexual orientation, marital status, religion, and genetic information.

To apply: Please send as a single PDF document a cover letter discussing your qualifications and your interest in the position along with a resume and the names and contact information for at least three references to Mrs. Mary Fitzgerald at Apply@CardenArborView.org.