



THE NEW SCHOOL

Curiosity · Character · Community

Substitute Teacher

Job Summary:

In the absence of the classroom teacher, the substitute is responsible for providing instruction and managing the learning environment.

Duties/Responsibilities:

- Maintain the established routines and procedures of the school and classroom to which assigned.
- Follow the lesson plans provided by the absent teacher.
- Interact in a professional manner with students and parents.
- Encourage, monitor, and promote student progress.
- Maintain student confidentiality.
- Assume the responsibility for overseeing pupil behavior in the classroom, during lunch, activity periods, and out-of-class settings.
- Provide a brief report in writing on the day's activities at the conclusion of each day for the teacher.
- Work cooperatively with all school personnel.
- Follow all policies, rules, and procedures to which teachers are subject and which good teaching practice dictates.
- Adhere to the established policies and regulations of the Board of Trustees.
- Perform other duties as required.

Education and Experience:

High school diploma or GED with Child Development Associate and/or college experience required Bac degree preferred.

How to apply:

Interested applicants should submit an application and a current resume, online at www.thenewschool.org/about/career-opportunities

The New School is an independent school that respects, embraces, and celebrates diversity in its curriculum, student body, and staff. The New School does not discriminate on the basis of race, religion, gender, gender identity or expression, sexual orientation, color, national or ethnic origin in the admission of students, in hiring, or in the administration of its educational program.