



HAMPSTEAD ACADEMY

SUBSTITUTE TEACHER JOB DESCRIPTION

We are currently searching for confident and experienced substitute teachers to join our community. If you are a friendly and competent professional with an interest in education, then we're interested in you. Your duties will include managing classroom activities and assigning homework.

To excel in this role, you should have in-depth knowledge of effective teaching practices that ensure learning is a comfortable and meaningful experience. Our ideal candidate has excellent interpersonal, organizational, and communication skills. Full day substitute hours are 7:30AM - 3PM at a rate of \$20/hr

Substitute Teacher Responsibilities

- Adhering to the curriculum and lesson plans assigned by the regular teacher
- Following procedures and achieving lesson goals
- Assigning and explaining homework
- Overseeing students outside of the classroom, including in the hallways and cafeteria
- Complying with all school regulations and policies at all times
- Taking attendance and documenting daily notes
- Ensuring the classroom and work stations are kept clean and orderly
- Overseeing the normal classroom rhythms and activities
- Compiling a report for the teacher for when they return

Substitute Teacher Requirements

- High school diploma or equivalent qualification
- Bachelor's degree in teaching is preferred
- Certificate in teaching or substitute teaching
- A minimum of 2 years experience in a similar role
- Must be detail-oriented and able to follow written and verbal instructions
- Excellent communication and interpersonal skills
- Required background check

Hampstead Academy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.