



## **Full and Part-time Substitute Teacher**

**General Description of Post:** The substitute teacher's primary role is to work in the absence of the regular teacher and to create a classroom atmosphere where learning, cooperation, kindness, sharing, caring, respect and tolerance are encouraged. In the grade school, lesson plans will be provided by the regular teacher to aid students in understanding subject matter and to ensure effective class management. In the early childhood program, the substitute teacher works alongside one of the regular teachers in the class to assist in effectively guiding and supporting the children through the rhythm of the day.

**Authority:** The Substitute Teacher has the authority to:

1. Carryout the responsibilities of the position as described by the Academic Director, through lesson plans or by the lead teacher's instructions.
2. Inform the Academic Director of problems and issues which may interfere with the ability to carry out the responsibilities below.

**Responsibility:** Broad areas of responsibility are as follows:

1. Adherence to school procedures and policies, as described in the Faculty Handbook, at all times.
2. Attending work weeks in June and August.
3. Attendance at Departmental meetings and Full Faculty Meetings – set in advance.
4. Attendance at appropriate trainings/conferences as agreed with the Academic Director.
5. Arranging for a substitute<sup>1</sup> when there is a planned absence, and informing the Academic Director and the office immediately in the event of an unplanned or emergency absence.

### Attitude and motivation

1. Developing collegueship with all fellow teachers and staff.
2. Working with empathy and cultivating a sense for the higher self of each child, student, parent, and colleague in the school.
3. Familiarizing and/or deepening an understanding of the Waldorf program and anthroposophy.

**Accountability (supported by and reports to):** This position reports to and receives support from the Academic Director.

**Belongs to:** the Elementary division, attending Elementary and Full Faculty meetings.

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<sup>1</sup> A list of WSB substitutes is available.

**Nondiscrimination statement**

The Waldorf School of Baltimore does not discriminate on the basis of sex, race, color, religion, sexual orientation, or national or ethnic origin in the administration of its educational program, admission policies, financial aid policies, employment practices and other school-administered programs.

This hourly position pays \$15-18 an hour depending on education and experience.