



# THE NEW SCHOOL

Curiosity · Character · Community

## Substitute Teacher

The New School is Northwest Arkansas' premier independent school providing a student-centered, innovative education for more than 400 students in preschool through grade 10. With a low student-to-faculty ratio, our students are known and cared for by an excellent faculty in an encouraging atmosphere. The New School fosters a learning environment centered on innovation, creativity and personal attention. Teachers in each grade work as a close-knit team to support each other and collaborate on curriculum development.

### Substitute Teacher General Responsibilities:

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

### The Substitute Teacher will:

- 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.

### The Substitute Teacher qualifications:

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

### Physical Requirements

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

*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, sexual orientation, color, national or ethnic origin in the admission of students, in hiring, or in the administration of its educational program.*