



THE NEW SCHOOL

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Substitute Teacher Kindergarten – 12th

The New School is seeking substitutes for part-time employment for K-12 for the 2022-23 school year. Substitute teachers help provide meaningful instructions for assigned classrooms in the absence of the regular teacher.

Duties/Responsibilities

- Attend a one-time substitute orientation
- 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 colleagues, students and parents
- Encourage, monitor, and promote student progress
- Maintain student confidentiality
- Assume the responsibility for overseeing student behavior in the classroom, during lunch and activity periods, and in all school 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
- Other duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills
- High responsiveness due to the possible short-notice nature of this position
- Excellent organizational skills and attention to detail

Education and Experience:

- High school diploma required, college experience or degree preferred
- One-year classroom experience preferred
- CPR certification preferred

Physical Requirements with or without accommodations:

- Must be able to lift or move up to 40 pounds at times
- Must be able to traverse the classroom and adjust one's tone and height by bending, leaning, stooping, kneeling, crouching, or crawling in order to teach each child
- Specific vision abilities required include close, distance, peripheral, and depth perception

How to apply:

Interested applicants should submit an application and a letter of interest, current resume, list of references 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.