

On-Call Substitute Teacher Job Description

Department: Faculty
Reports to: Deans

Park Century School was founded in 1968 as an independent not-for-profit, co-educational day school to meet the needs of children who learn differently. Park Century serves students between the ages of 7 to 14, or grades 2nd to 8th, living in the South Bay to the San Fernando Valley and throughout the greater Los Angeles area. Park Century's mission is to empower bright children with learning differences to reach their academic and personal potential. Students flourish within our individualized, evidence-based curriculum and supportive environment. In collaboration with their families, the school inspires students to develop into resilient self-advocates and builds a foundation for lifelong achievement.

Summary:

Park Century School on-call substitute teachers are caring, compassionate, collaborative, and are dedicated to the education of children with learning differences. Park Century School seeks on-call substitute teachers for grades 2-8, who support the school's Mission. The social/emotional needs of students hold a place of prominence in our classrooms. We seek talented, creative, experienced leaders who can engage children in both structured and unstructured activities. Due to the nature of substitute work, which can be varied, we are looking for flexible, adaptable teachers who are able to jump into new situations and lead.

Essential Duties and Responsibilities:

- Abides by the policies and guidelines contained in the Park Century School Employee Handbook
- On-call substitute instruction in grades 2 – 8
- Teaching with an understanding of the growth and development of students with learning differences
- Follow lesson plans and ensure students stay focused during class
- Team player: ability to work collaboratively with fellow faculty, staff and administration
- Supervise students in other environments such as recess, lunch, field trips
- Perform other duties as needed
- Experience with technology such as Chromebooks, iPads, Zoom and Smart technologies
- Proficient in GSuite for Education applications and Google Classroom

Required Qualifications:

- Bachelor's degree or higher from an accredited college or university
- Passion for children and some prior teaching or camp counseling experience
- Enthusiasm, creativity, maturity, good work ethic, honesty, patience, and self-control
- Ability to accept and provide supervision and guidance

- Ability to address problems and mitigate conflicts

Working Conditions:

- Sitting, standing, walking, bending, kneeling, stairs, lifting desks, chairs, and instructional materials up to 50 lbs.
- Ability to work remotely when necessary for virtual instruction

How to Apply:

Please email a cover letter and resume to:
Evelyn Zuk, Director of Human Resources
ezuk@parkcenturyschool.org