****

**SUBSTITUTE TEACHER(S)**

**Upland Country Day School is**a coeducational independent school serving students in PK through 9th grade with 8 buildings on 24+/- acres in Kennett Square, PA seeking temporary ***Substitute Teacher(s)***. School enrollment is approximately 185 students supported by 45 full and part-time employees.

**Position Details:**

**Type:** Part time / temporary role; on-call.

**Location:**Kennett Square, PA

**Category:**PT Faculty, hourly.

**Direct Reports**: 0

**Report to:** Division Heads

**Position Summary:**

Selected candidates would be added to a pool of substitute teachers and periodically called upon to cover for partial day, full day or extended faculty absences. Substitute teacher(s) are on-call and may be asked to manage classroom behavior, monitor and report attendance, interpret and deliver on lead-teacher provided lesson plans and provide meaningful feedback of activities to the lead teacher. A full day begins at 7:45AM and concludes with student dismissal at 3:00PM.

Availability for substituting in the Early Education Program (3/4yr older or in the Primary grades through 9th grade will be based on relative experience and the determination of the respective division heads.

**Classroom Responsibilities:**

* Follow lead-teacher provided lesson plans to ensure consistent student learning experience.
* Manage classroom to encourage student participation, minimize distractions and maintain a positive learning environment.
* Supervise and direct students in-class and when appropriate outside in common areas such as the cafeteria and playgrounds.
* Provide diligent supervision of all children that fosters social/emotional development and guide each individual towards positive classroom behaviors.

**Qualifications:**

* High school diploma with work towards bachelor’s degree in Education, or equivalent preferred.
* Some prior classroom and/or instructional experience preferred.
* Excellent verbal and written communication skills
* Collaborative worker and great member of a team
* Able to react quickly and calmly in a variety of situations, as well as multi-task
* Current Clearances:
  + Act 34 - PA State Police Criminal Record Check
  + Act 114 - FBI Report and Fingerprinting
  + Act 151 - PA Child Abuse History Clearance

**Preferred Skills:**

* Current Pediatric First Aid and Infant/Child CPR certification

**Compensation and Benefits:**

This is a part-time role with compensation commensurate with experience and length of engagement.

**Nondiscrimination Policy Statement:**

It is the policy and commitment of Upland Country Day School that it does not discriminate based on race, age, color, sex, national origin, physical or mental disability or religion.

**Equal Employment Opportunity:**

Upland Country Day School is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability or religion or otherwise as may be prohibited by federal and state law. Any employee, board member, volunteer or client who believes that s/he or any other affiliate of Upland Country Day School has been discriminated against, is strongly encouraged to report this concern promptly to the Head of School.

**Discriminatory Harassment:**

Harassment or intimidation of a staff member because of that person’s race, age, color, sex, national origin, physical or mental disability or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation include abusive, foul or threatening language or behavior. Upland Country Day School is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients. Issues of discriminatory treatment, harassment, or intimidation on any of these bases should be immediately reported to the Head of School or immediate supervisor and, if substantiated, prompt action will be taken.

09/22