

**Job Title:** Permanent Full-Time Substitute – Upper School  
**Reports To:** Upper School Principal  
**Schedule:** Monday–Friday, 7:15 a.m. – 3:00 p.m. (School Year)

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## **Position Summary**

The Permanent Full-Time Substitute serves as the primary substitute teacher for the upper school and is the first individual assigned when a faculty member is absent. This position provides consistency and instructional continuity for students by delivering prepared lesson plans, maintaining classroom structure, and supporting the overall daily operations of the school. The successful candidate will demonstrate professionalism, flexibility, and strong classroom management skills.

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## **Primary Responsibilities**

- Serve as the first assigned substitute for teacher absences across all upper school grade levels and subject areas.
  - Implement lesson plans as provided by the classroom teacher, ensuring instructional objectives are met.
  - Maintain a structured, respectful, and orderly classroom environment.
  - Enforce school policies and uphold behavioral expectations consistently.
  - Understand how to effectively implement all safety and emergency procedures
  - Communicate effectively with teachers and administration regarding student progress, attendance, and any classroom concerns.
  - Supervise students during assigned duties, which may include study halls, lunch, arrival, or dismissal as needed.
  - Assist with light clerical or instructional support duties during periods when not assigned to a classroom.
  - Maintain the utmost confidentiality relating to students, parents and school functioning
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## **Qualifications**

- Bachelor's degree preferred; minimum of an associate degree required (or state-required substitute certification).
- Clear background check for the state of Alabama
- Prior teaching or classroom experience strongly preferred.
- Strong classroom management and organizational skills.
- Ability to adapt quickly to various subject areas and teaching styles.

- Professional demeanor and commitment to maintaining confidentiality.
  - Understanding of implementation of technology, Google Classroom, Apple MAC desired but not required
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## **Personal Characteristics**

- Dependable and punctual
- Flexible and solution-oriented
- Strong interpersonal and communication skills
- Positive role model for high school students

This position is a full-time, school-year role designed to provide stability and instructional continuity within the upper school. The Permanent Full-Time Substitute plays a vital role in supporting faculty and maintaining a consistent learning environment for students.