

Elk Hills Elementary School District Job Description – Substitute Teachers

Position: Substitute Teachers

Grades: K-8

Location: Tupman, CA

Reports to: Superintendent/Principal

Elk Hills School seeks talented resident substitute teachers dedicated to raising the standard of excellence for all learners and who will be dedicated to the lives of Elk Hills School children and their academic success. Elk Hills School is dedicated to preparing students for a bright future by providing each student with a high quality and personalized education in a small, safe and nurturing environment.

Objective: Substitute teachers will provide second to none educational services aligned to the teacher directed lesson plans and carefully adhere to school-wide and classroom norms and expectations.

Major Duties & Responsibilities:

- Shared Vision – Supports a vision of excellence for all students, with an urgency to maximize every opportunity necessary to achieve ambitious student outcomes.
- Culture of Excellence – Fosters a safe, culturally responsive and nurturing community where students love learning and are excited to attend school every day.
- Academic Excellence – Assume primary responsibility for learning facilitation based on teacher lesson plans in his or her absence.
- Professional Growth – Maintain professional competence through participation in personnel development activities.
- Community – Consult with fellow teachers and faculty regarding the progress and monitoring and needs of students.
- Assume other related assigned duties by the district.

Skills and Traits:

- Commitment to our organization's mission and educational philosophy
- Strong interpersonal and communication skills, oral and written
- Proven ability to collaborate and build relationships with internal and external stakeholders
- Self-reflective individual who solicits performance feedback and constructive criticism
- Flexible and adaptable, open to new ideas and adjusts plans to meet changing needs

- Ability to strategically and interdependently solve problems
- Meets professional commitments in a timely manner
- Supports shall include (but not limited to): behavior support, basic academic skills, organization and study skills, social skills and use of cognitive strategies.

Application Details:

- Applications and questions should be directed to our human resources department at lecloud@elkhills.org. Applications will be reviewed on a rolling basis.
- Applications include:
 - Resume stating position, dates of employment, employer and key responsibilities
 - Cover letter explaining your qualifications against job announcement
 - At least (3) references including immediate supervisors