



Job Title: Substitute Teacher
Department: Academic
Reports To: Director of Studies
Status: Non-exempt/hourly, Part-time, Non-benefited

SUMMARY

The Webb Schools is seeking to create a pool of highly qualified and experienced substitute teachers who would be able to cover various courses across disciplines if a teacher is unable to lead class. While substitutes will not be required to design lessons or curriculum, substitutes will be asked to perform all of the duties of the teacher that they are subbing for. Substitute assignments can be for a day, week, or sometimes for longer periods of time depending on the absence period of the teacher.

PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students in loco parentis.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

EDUCATION & REQUIREMENTS

- Substitutes should have a BA/BS.
- A criminal background check must be successfully completed before employment can begin.

PHYSICAL REQUIREMENTS

The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

To apply to be part of our substitute pool, interested individuals should send their resume and references to:

Michael Hoe, Director of Studies
careers@webb.org

The Webb Schools are an Equal Employment Opportunity Employer. We are committed to providing equal employment opportunities and do not discriminate based on perceived or actual race, color, national or ethnic origin, religion, sex, pregnancy (or any related conditions), age, marital status, military or veteran status, medical condition, gender/identity/expression, sexual orientation, or any other characteristic protected by state or federal law.

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