



## **Lower School Building Substitute Teacher**

**FLSA classification:** Non-Exempt

**Responsible to:** Head of Lower School

**Last modified:** September 2020

### **Position Summary:**

The Haverford School for boys seeks a Lower School Building Substitute Teacher for the 2020-21 school year. The main role of the building substitute teacher is to assist in providing teacher coverage in any of our pre kindergarten to 5th grade classrooms when the primary teacher is unable to be in the physical classroom. Additionally, the Lower School Building Substitute Teacher will be asked to participate in various aspects of our Lower School Community, including supervising arrival, recess/lunch and/or dismissal, as well as assisting in several ongoing Lower School community projects.

### **Essential Duties and Responsibilities:**

- ☐ Be present for the school day (7:30 a.m.-4:00 p.m.)
- ☐ Communicate effectively and positively with children, co-workers, parents, and visitors
- ☐ Maintain confidentiality
- ☐ Assist and collaborate with classroom teachers in planning, implementing and evaluating learning activities for children
- ☐ Assist and collaborate with classroom teachers in assessing and planning for individual children and group activities
- ☐ Supervise the children when the classroom teacher is not present or available
- ☐ Assist in keeping attendance records and other administrative tasks as required by the School and classroom teachers
- ☐ Help to maintain a neat and organized classroom spaces
- ☐ Supervise all student activities to ensure safety at all times
- ☐ Participate in annual events (New Student Social, Parents' Night, evening workshops, Grandparents' Day, etc.)
- ☐ Report to the Classroom Teacher and, if appropriate, the Head of Lower School, any problem which may occur with the children
- ☐ Monitor carpool, playground, and other duties as assigned by the School or Classroom Teacher

- ❑ Complete yearlong teacher evaluation.
- ❑ Complete yearly self-evaluations as scheduled by the school.
- ❑ Attend all faculty and grade level meetings as well as recommended professional development opportunities
- ❑ Perform all other duties, tasks, and assignments as directed by the Head of the Lower School

**Minimum Acceptable Qualifications:**

1. Bachelor's Degree
2. Successful experience working with young children

**Desired Qualifications:**

1. Bachelor's degree in Early Childhood Education or Elementary Education.
2. At least one year successful experience working in an elementary school setting.

**Required Physical Characteristics:**

Works in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts

May work at a desk and computer for extended periods of time

Be able to occasionally lift up to 15 lbs.

Work primarily in a traditional climate-controlled office environment

Work intermittently in outside weather conditions, including extreme heat and cold

**How to apply:**

Interested candidates can apply by emailing a cover letter, resume, and employment application to **Pam Greenblatt**, Head of Lower School, at [pgreenblatt@haverford.org](mailto:pgreenblatt@haverford.org).

**Contact Information:**

Pam Greenblatt, Head of Lower  
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