

Substitute Teachers Needed

Orchard House School is a small, independent middle school for girls. We are currently seeking applicants for substitute teachers for all areas of our academic program. If you would like to apply to be a substitute teacher, please submit an application, resume, and cover letter. **Steps for submitting an application and resume can be viewed at www.orchardhouse.org (see Employment page).**

The rate of pay for substitute teaching is \$35.00 for one class, \$50.00 for two classes, and \$75.00 for three or more classes per day.

Responsibilities (Substitute Teachers): using teaching techniques that support the mission and philosophy of the school; supporting student behaviors as described in the Family Handbook; following lesson plans submitted by the regular classroom teacher; ensuring classroom management and maintaining a respectful environment; leaving appropriate documentation for the regular classroom teacher and school administration as needed; and other responsibilities to be determined by school administration as needed.

Essential Skills (Substitute Teachers):

Candidates for this position hold the following skill set:

- (1) bachelor's degree;
- (2) appreciation for the mission and philosophy of the school;
- (3) passion for instilling a love of learning and for working with middle school students;
- (4) middle school teaching experience;
- (5) strong interpersonal, organizational, and communication skills (both oral and written);
- (6) ability to complete all reports and communicate with parents, faculty, and the administration in a timely, professional manner;
- (7) strong orientation towards teamwork, institutional success, and community success.