



## **Substitute Teacher (Francophone and English)**

The substitute teacher is primarily responsible for small group instruction as well as assisting with lunch and/or recess duties as needed. The substitute teacher at L'École de Denver reports to and works closely with the Executive Director for all matters related to duty, assignments, and support. Salary Range: \$16 – \$21 per hour

The Substitute Teacher advances the mission and vision of the school through:

- Collaboration with classroom and schoolwide teaching staff on ways to best serve our students.
- A collaborative and collegial attitude and related behaviors aligned with the mission of the school
- Maintaining a tenacious and no excuses attitude towards the improvement of students, school, and self.
- Demonstrating a strong commitment to working effectively with all types of learners and exhibiting a resilient desire to improve their academic growth and achievement.

### **Qualifications:**

- Strong desire to work in a unique and intellectually challenging school environment.
- Excellent communication skills (written and verbal).
- Deep knowledge of content and effective teaching strategies preferred, but not required.
- Team player with maturity and humility.
- Demonstrate professionalism in all aspects of the school environment.
- Experience working with Pre-K-7th grade students.
- Must successfully pass reference checks and/or background checks
- Experience in an educational environment is preferred.
- Office and Computer skills: copier use and troubleshooting; word processing/spreadsheets (Microsoft Office and Google), email (Google).

### **Responsibilities:**

- Present any curriculum left by the primary teacher and keep students on task and completing any assignments or work.
- Monitor lunchroom behavior and serve as the main contact for students in the lunchroom as needed.
- Oversee that all students are safe and respectful of the playground and recess areas as needed.
- Support L'École de Denver in classrooms, halls, and monitoring of students.

### **Education, Training and Experience:**

- High School graduate or equivalent; Associate's and/or Bachelor's Degree preferred
- CPR/First-Aid Certification preferred

## Physical Demands:

- Regularly lift and/or move up to 10 pounds
- Occasionally lift and/or move up to 25 pounds
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee may occasionally be required to bend, stoop or kneel.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbent may be requested to perform job-related tasks other than those stated in this description. In addition, the incumbent may be requested to occasionally perform other tasks.

All prospective employees must successfully complete a Department of Justice fingerprinting background check and reference checks to ensure the safety of the faculty, staff and students of L'Ecole de Denver

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*L'Ecole de Denver does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. L'Ecole de Denver also makes reasonable accommodations for disabled employees.*