



Available Position: Substitute Teacher

Reports to: Head of School

Full/Part-time: Part time, as needed

Date Posted: July 10, 2023

Start Date: August 28, 2023

About St. Stephen's:

Founded in 1978 as the primary mission of St. Stephen's Episcopal Cathedral in Harrisburg, PA, St. Stephen's Episcopal School provides a superior education in an Episcopal setting to students of all faiths and ethnic heritages, cultivating confident individuals who contribute positively to their families, school, and larger community. SSES has over 140 students, preschool through 8th grade, and is composed of 70% students of color, with over 60% of students receiving some level of tuition assistance. Students benefit from small class sizes, strong academics, and a sense of belonging in a loving community. The school values and celebrates ethnic, socioeconomic, racial, religious, and sexual/gender orientation diversity. Learn more at www.sseschool.org

Position Description: We are seeking professional, enthusiastic, and creative substitutes to provide instruction and manage the learning environment in the absence of the classroom teacher.

Who We're Looking for: The connection and relationship between the teacher and student are the keystones of the classroom experience at St. Stephen's Episcopal School. The success of the school is dependent upon the enthusiasm and dedication of the teaching staff. Student-centered teachers are the school's greatest assets!

Qualifications/Requirements: At least one (1) year of experience working with children ages 3-13. Bachelor's degree preferred. Up to date clearances required.

Responsibilities:

- Report to the Assistant Head of School (AHOS) or designee upon arrival to review the plans and schedules to be adhered to during the school day.
- Maintain the established routines and procedures of the school and classroom to which assigned.
- Follow the lesson plans provided by the absent teacher.
- Interact in a professional manner with students and parents/guardians. Encourage, monitor, and promote student progress. Maintain student confidentiality.
- Assume responsibility for overseeing pupil behavior in the classroom and out-of-class settings.
- Provide a brief report, in writing, on the day's activities at the conclusion of each day for the teacher.
- Work cooperatively with all school personnel.
- Follow all policies, rules, and procedures to which teachers are subject and which good teaching practice dictates. Adhere to the established policies and regulations of the Board.
- Perform other duties as assigned.

Compensation: \$145-160 per day, commensurate with experience

The City is Our School
215 N. Front Street; Harrisburg, PA 17101
www.sseschool.org

office@sseschool.org

Office: 717-238-8590

Fax: 717-238-0565



Application Requirements: Please send a resume and cover letter to admin@sseschool.org

Equal Opportunity Employer: St. Stephen's Episcopal School (The School) does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability and familial affiliation or any other characteristic protected by law. Black, Indigenous, & People of Color are encouraged to apply.

7.7.23

The City is Our School

215 N. Front Street; Harrisburg, PA 17101

www.sseschool.org

office@sseschool.org

Office: 717-238-8590

Fax: 717-238-0565