



Substitute Teacher – Primary (K-4) Job Description

Work Environment

Founded in 1896, Laurel School is a single-sex school for girls and young women, grades K through 12, with a coed Early Childhood Program. The school has two campuses: a suburban main campus in Shaker Heights and a rural campus in Russell Township. Situated in a very competitive market, Laurel is seeking to hire an individual with previous related experience.

Overview

Under the supervision of the Division Director, follow lesson plans as set forth by the classroom teacher. Assist with students in classrooms, lavatories, the cafeteria, the library, during recess, on field trips, and in a variety of other educational settings. On call as needed.

Minimum Qualifications

- Related successful work experience
- Strong interpersonal skills
- Must enjoy working with 6 – 10 year olds
- Ability to take direction and be self directed
- Ability to judge classroom dynamics and step in when needed

Required Qualifications

- Bachelor's degree
- Previous experience in preferred discipline and grade level

Preferred Qualifications

- Preference will be given to candidates with experience and ability to teach across disciplines and grade levels
- Ohio Department of Education teaching certification

Laurel School values a diverse workplace. The School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without discrimination on the basis of age, race, color, religion, sex, national origin, handicap or disability, sexual orientation; or status as a veteran, Vietnam-era, or special disabled veteran in accordance with applicable laws governing discrimination in employment.