



Long-Term Substitute Teacher

Position Overview

The Long-Term Substitute Teacher is responsible for maintaining instructional continuity and supporting student learning during an extended teacher absence. This role assumes primary teaching responsibilities throughout the assignment, including planning, instruction, assessment, and classroom management.

The Long-Term Substitute collaborates with division leadership and faculty to ensure alignment with curriculum standards and the School's mission, while fostering a positive, productive learning environment for students.

Core Responsibilities

Instructional Planning & Delivery

- Implement lesson plans provided by the absent teacher and/or develop instructional plans aligned with curriculum expectations
- Deliver engaging, age-appropriate instruction that supports a range of learning styles
- Maintain continuity and pacing of curriculum in accordance with division expectations
- Utilize instructional technology and classroom resources effectively

Student Assessment & Progress Monitoring

- Assess student learning through assignments, quizzes, tests, and classroom participation
- Provide timely and constructive feedback to students
- Maintain accurate records of grades and student progress as required
- Communicate student progress and concerns to division leadership and, when appropriate, families

Classroom Management

- Establish and maintain a safe, respectful, and productive classroom environment
- Enforce School policies and behavioral expectations consistently
- Support students' social and emotional well-being

Communication & Collaboration

- Collaborate with faculty, department members, and division leadership to ensure instructional continuity
- Communicate effectively with students, parents, and colleagues

- Participate in relevant meetings, including faculty or department meetings as appropriate

Operations & Professional Responsibilities

- Maintain accurate attendance and classroom records in accordance with School policies
- Follow all School procedures, including safety protocols and emergency procedures
- Uphold confidentiality and professionalism in all interactions
- Perform additional duties as assigned by the Division Head

Qualifications & Skills

Education & Experience

- Bachelor's degree required; degree in education or relevant subject area preferred
- Prior teaching or classroom experience preferred
- Valid teaching certification preferred

Professional Competencies

- Strong classroom management and organizational skills
- Effective communication and interpersonal abilities
- Flexibility and adaptability in a dynamic classroom environment
- Ability to quickly build rapport with students and faculty
- Commitment to maintaining continuity of instruction and student engagement

Technical Proficiency

- Familiarity with educational technology and learning platforms (e.g., Veracross, Google Classroom) preferred
- Proficiency in basic office and classroom technology tools

Physical & Mental Requirements

Physical Requirements

- Ability to stand, walk, and move throughout the classroom and campus
- Ability to lift and move classroom materials as needed

Mental Requirements

- Ability to manage classroom dynamics and maintain focus on instructional goals
- Ability to adapt to changing needs and respond effectively to student behavior
- Ability to communicate clearly and maintain organization across responsibilities

Working Conditions & Expectations

- Temporary assignment aligned with the duration of the teacher's absence
- Schedule follows the School calendar and daily instructional hours
- May require participation in school events, meetings, or duties as assigned
- Expected to uphold the mission and values of St. Johns Country Day School

About St. Johns Country Day School

St. Johns Country Day School is one of the leading, non-sectarian independent schools in Jacksonville, Florida and maintains a PK3- Grade 12 school enrollment of 500 students. Learn more at sjcde.net.

Accreditations

Florida Council of Independent Schools
Cognia

Application

Please send a cover letter and current resume to hkennedy@sjcde.net

St. Johns Country Day School is an Equal Opportunity Employer and encourages all qualified candidates to apply. We do not discriminate based on any protected status under federal, state, or local law.