



Job Description

Title: Primary School Substitute Teacher
Reports to: Division Director
Start Date: Flexible

Job Description

The classroom teacher at MP&MS works as a member of a team of teachers, sharing the responsibility of creating a classroom community and planning curriculum and instruction for students through a supportive working relationship. Each classroom in Primary School has two lead teachers. The model of “teams of teachers” is designed to support the integration of disciplines and content by blending the skills, passions, and talents of classroom teachers along with the specialists who work with each grade level. Teachers work together to understand each student from multiple perspectives and use an integrated and interactive approach to learning. They build meaningful bonds with students, maintain high academic standards, teach children to engage in respectful and kind behavior, and promote a love of learning.

The substitute teacher will be added to the roster of possible teachers that can step in for short-term or long-term leaves during the academic school year. While most of the time, the substitute will have clear written lesson plans to execute in the absence of the classroom teacher, experience writing and developing a curriculum is a bonus.

Duties and Responsibilities

- Create a learning environment in which students can successfully grow and thrive as they develop both autonomy and self-awareness, as well as the ability to collaborate and communicate with classmates as they learn, work, and play together.
- Utilize a variety of strategies and tools to teach students in a digital and in-person environment
- Design and implement programs to actively engage students in making connections, solving problems, and thinking independently
- Create positive and effective relationships with parents to facilitate the exchange of information to ensure students’ progress, including verbal and written communication
- Create an environment that fosters respect, understanding, and acceptance of differences; always model appropriate and ethical behavior.
- Be a positive and contributing member of the professional community.

Experience and Qualifications

- Bachelor’s degree
- Minimum of 3 years of classroom teaching experience

- A nuanced understanding of DEI/social justice knowledge from a personal and programmatic perspective
- Knowledge of educational technology to support teaching and learning
- A passionate commitment to creating an innovative, joyful environment for students
- Ability to create an inclusive classroom community that allows for a multitude of perspectives to be heard and respected
- Broad knowledge and an appreciation of child development
- Creativity, flexibility, and a growth mindset, with an interest in being part of a community of learners
- Strong organizational and time management skills
- Excellent written and oral communication skills

To Apply: Send a cover letter and resume in a single attached PDF to jobs@mpms.org. Please address to Sheika Luc, Primary School Director. Subject line: Primary School Substitute Teacher. No phone calls, please.

ADA Requirements

Marin Primary & Middle School is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

- For the purposes of the ADA, the “Duties & Responsibilities” listed are essential job functions
- Work is normally performed in a typical interior/classroom work environment, with typical classroom noise and other disruptions
- Both sitting and standing are required during a regular workday
- Normal vision and hearing abilities are required to interact with students, parents, faculty, and staff, and with school equipment
- Ability to occasionally lift up to 50 lbs
- Ability to work at a desk and computer screen for extended periods of time
- Ability to turn, bend and reach
- Ability to move oneself around the campus
- Ability to drive to other locations for meetings, conferences, etc.
- Position requires adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, reading, memorizing, social skills, speaking, multitasking, and writing

MP&MS is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, gender identity, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment. MP&MS also makes reasonable accommodations for employees with disabilities and for employees who request accommodation for pregnancy, childbirth, or related medical conditions.