



Job Description – Substitute Educator

Reports to: Head of School

Wage/Hour Status: Exempt

The Clariden School is a not-for-profit, private, fully-accredited, college-preparatory school serving students PreK – Grade 12 in North Texas (Dallas-Fort Worth area). Clariden works to ignite student curiosity and problem-solving skills by first providing a program that addresses the whole student. With a focus on STEAM (Science, Technology, Engineering, Arts, and Math), character-based kindness, and hands-on field study, our goal is to equip students for the jobs of tomorrow and to be contributing citizens in their local & global communities.

Employees at The Clariden School are expected to be respectful, responsible, self-directed, growth-minded individuals who are interested in not only providing the best for students but also developing and honing their skills as a professional. Employees are responsible for providing their students with appropriate learning activities and experiences in the academic subjects assigned to the educator to help the students fulfill their potential for intellectual, emotional, physical and social growth.

Clariden is currently undergoing exciting growth on campus in its physical facilities and size of its student body. We are currently building a state-of-the-art Upper School STEAM building, which will be ready for occupancy in Fall 2022.

This posting is for a general substitute educator.

Responsibilities:

- Follow lesson plans provided by the regular Educator to create a cohesive and consistent learning experience for students.
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment.
- Adapt teaching methods to fit the needs of each individual student.
- Supervise students in and out of the classroom.
- Provide in-class and at-home assignments.
- For long-term substitutes: develop lesson plans and assignments consistent with the regular Educator's past lesson plans.

Requirements:

- A minimum of a baccalaureate degree or equivalent, preferably in education.

- A strong understanding of how children learn and develop; observation, documentation and assessment of students' work; curriculum development; and professional and instruction practices.
- A strong desire for professional development and a demonstrated growth mindset.
- Strong organizational, communication and interpersonal skills.
- Knowledge of the academic subject(s) assigned.
- Ability to instruct and appropriately manage student behavior.

How to Apply:

Please send a letter of interest indicating preferred grade level(s), resume, and contact information for three professional references via e-mail to:

Dr. Jamie Segraves, Head of School

jsegraves@claridenschool.org

For questions, please call 682-237-0400.

Applications are considered as they are received, and the position is open until filled.