

## SUBSTITUTE TEACHERS

This position reports to Division Head

### **Responsibilities include but are not limited to:**

- Implementing lesson plans (when available) and ensuring the integrity of academic time in a manner that motivates students to learn and participate
- Creating on occasion lessons for students when lesson plans are not available
- Maintaining discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school policies
- Ensuring adequate supervision to assure health, welfare and safety of all students
- Performing any other related duties assigned by administrator(s), such as supervising children on the playground, monitoring lunch, and carpool
- Reporting to the Main Office upon arrival to and departure from school; checking mailbox of absent teacher for any materials requiring immediate attention; requesting clarification of school rules and procedure, if necessary
- Reporting all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible
- Taking all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Dismissing all students from the classroom before leaving the building
- Leaving documentation of the daily work and leaving student papers for the regular classroom teacher
- Returning instructional materials, equipment, and keys to proper places

### **Qualifications:**

- A.A. or B.A. degree with a background in Education or Child Development preferred, but not required
- Love of children
- Solid understanding of child development
- Strong communication skills
- Ability to be "on-call" for both short-term and long-term positions
- Dependable, responsible and reliable
- Sense of humor
- Positive outlook
- Strong conflict resolution skills
- Strong emotional well-being
- Enthusiastic and energetic
- Great ability to multi-task
- Flexible and ability to think on one's feet

MCDS is an equal opportunity employer and promotes the principles and practices of diversity throughout the school community. Compensation is competitive.

Please send cover letter and resume by e-mail, fax, or postal.

Web: [www.mcds.org](http://www.mcds.org)

Email: [employment@mcds.org](mailto:employment@mcds.org)

Fax: 415.924.1082

Postal: MCDS

Attn: Resume for Substitute

5221 Paradise Drive  
Corte Madera, CA 94925

