



marin
country
day
school

Daily Substitute Teacher

This position reports to Division Head.

Marin Country Day School seeks a gifted educator who is passionate about teaching students using a rich and rigorous curriculum. We seek an educator with a demonstrated background and or interest in cultural competency, curriculum development, technology integration and environmental sustainability. Also, we seek an educator with the belief in teaching with the interests of the whole child in mind. Our approach and philosophy center around collaboration, thoughtful innovation, team building and leveraging diverse and multiple perspectives. This staff will need to be prepared to work both on campus and remotely, depending on county and state directives.

About Marin Country Day School

MCDS School is an independent, K-8, co-educational day school enrolling approximately 590 students from across the Bay area, drawing equally from San Francisco and Marin.

Our mission at MCDS is to create an inclusive community of learning that inspires curiosity, empathy, and action.

We actively seek diversity in our administration, faculty and student body. As a school, we affirm that human diversity includes, but is not limited to: age, family structure, gender, gender identity and expression, race, ethnicity, national origin, religion, sexual orientation, socioeconomic class, physical ability, and learning style. As our Statement of Community and Inclusion indicates, "Ours is a Community that would be uncomfortable without diversity and, therefore, has been intentional about creating and nurturing a diverse group of adults and children who share the core values of respect, responsibility and compassion."

At MCDS, every employee is integral in creating a learning community in which all seek to improve as practitioners, learners and team members, and we support our outstanding faculty and professional staff through our strong professional development program.

Responsibilities include but are not limited to:

- Implement lesson plans (when available) and ensure the integrity of academic time in a manner that motivates students to learn and participate.
- Create lessons on occasion for students when lesson plans are not available.
- Maintain discipline and classroom management that fosters a safe and positive learning environment for all students and staff in accordance with school policies.
- Ensure adequate supervision to assure health, welfare and safety of all students.
- Perform any other related duties assigned by administrator(s), such as supervising children on the playground, during lunch, and during carpool.
- Report to the Main Office upon arrival to and departure from school; requesting clarification of school rules and procedure, if necessary.
- Report all student injuries, accidents, illnesses, and discipline issues that arise to the appropriate authority immediately or as soon as is reasonably possible.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Dismiss all students from the classroom at 3:05 (2:00 on Wednesdays) before leaving the building.
- Leave documentation of the daily work and student papers for the regular classroom teacher.
- Return 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 multitask
- Flexibility 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.

Please send a cover letter and resume by email.

Web: www.mcds.org

Email: employment@mcds.org