



Substitute Teacher Job Description

Come work with an amazing team of educators at the oldest Montessori elementary school in Cincinnati. We are a vibrant and supportive community that nurtures the whole child ... and the whole adult! We've been named a top workplace for nine (9) years running.

Job Title: Substitute Teacher

Department: Teaching Staff

Job Status: Short Term

Proposed Hours: 8:05am - 3:35pm

Starting Date: As needed

Compensation: Daily rate of approximately \$176 (hourly rate of \$23.57) is commensurate with experience, graduate education and credentials.

I. Purpose: The purpose of the Substitute is to cover all duties of one of the team members in any of our preschool through 8th environments, give lessons, and support the overall Montessori environment of learners.

II. Qualifications and Requirements

- A. **Education Level:** Bachelor's degree, Montessori certified preferred.
- B. **Experience Desired:** Three (3) years or more in a similar position.
- C. Substitute license for the Archdiocese of Cincinnati (more information [here](#)).

III. Essential Functions/Skills:

- A. Expertise with assigned age group.
- B. Provide lessons and words that support the Montessori method and philosophy.
- C. Observe and monitor students to guide the program.
- D. Use provided lesson plans appropriately.
- E. Work collaboratively with current lead teachers.
- F. Establish a professional and supportive relationship with all students, parents, colleagues and administration.
- G. Demonstrate ability to positively instruct students and manage their behavior.
- H. Meet attendance requirements.
- I. Maintain and ensure a clean, sanitized classroom and playground environment.

IV. Physical Requirements: Constant hand-eye and mind-eye coordination, standing and walking. Repetitive motion with wrists, hands and fingers. Frequent bending, carrying, hearing, lifting and stooping. Ability to travel to any and all places where student activities and instruction take place. This may involve several minutes of walking from one part of the campus to the

other. In some instances, such as emergencies, this may need to be done at a rapid pace. Access to various locations within the building, may involve climbing stairs or ramps, opening doors, and negotiating around furniture and tight spaces. Must be able to communicate and demonstrate basic competence (with training provided) in health care, especially in the care of diabetes, asthma and allergies.

V. Other Requirements: Excellent written and oral communication skills. Ability to work with computers for word processing, spreadsheets, data skills.

VI. Working Conditions: Job requires ability to sit and or stand for long periods of time as well as running, stooping and squatting. Possible exposure to communicable diseases, blood, bodily tissue and fluids. Work is conducted in a controlled comfortable indoor environment and typically ranging weather in outdoor environment. Exposure to chemicals and fumes is a possibility.

VII. Other Skills: Kindness, respect of others, willingness to help out with other school tasks as needed - the children's needs come first

Note: The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not construed as an exhaustive list of all duties that may be performed in this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.

HOW TO APPLY:

Please submit a resume, cover letter, statement of educational philosophy, and three professional references to Kristin Weiss: kweiss@mercymontessori.org



Mercy Montessori is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Learn more [here](#).

Find out more about our school at www.mercymontessori.org