



Job Announcement

7th Grade Humanities Long-Term Substitute

Reports To: Head of Middle School

Job Status: 100% FTE Temporary

Modified: July 2, 2021

Start date: August 25, 2021 **End date:** December 18, 2021, with possible continuation to June 15, 2022

Overview of Position

The San Francisco School seeks a seventh grade Humanities (History and Language Arts) long-term substitute teacher to inspire students if the 7th Grade Humanities teacher is not able to be present or fulfill teaching duties. This person will be responsible for covering an interdisciplinary course that integrates writing and reading workshops with history units. Creative writing, reading strategies and essay writing are also emphasized. Like the seventh grade humanities teacher, the long-term substitute will work cooperatively as part of the Middle School team that together delivers the program for 104 Middle School students. Coverage responsibilities outside the classroom include serving as an advisor to approximately ten students, attending town meetings, writing end-of-term comments in collaboration with the Head of Middle School, and more as detailed below.

The San Francisco School

An independent school, **pre-K through eighth grade**, with a commitment to a **multicultural + inclusive community**. The School **embraces** San Francisco's **ethnic, cultural + economic diversity**. Our **progressive** approach to education encourages children to develop **self-reliance, strong academic skills, creativity, + a sense of social justice**. They graduate **academically prepared, inquisitive, courageous, + eager for the challenges ahead**. See us today: www.sfschool.org + how we will grow: [Strategic Plan](#).

We seek a team member who is:

- Eager to work with lesson plans based on a multicultural + meaningful curriculum
- Collaborative + flexible
- Ready to assure students are joyfully engaged
- Full of initiative
- A talented, student-centered + inspiring educator
- A culturally competent, engaged community member
- An excellent communicator + collaborator
- A compassionate + energetic guide for students
- Stand-up comedian...or at least has a good sense of humor

Essential Functions

- Cover 7th Grade literacy, writing, and social studies, based on programming structure provided by SFS using Writers Workshop as the foundational writing program across all subjects while fostering joy in literacy and writing
- Work with the 7th Grade Humanities Teacher to ensure smooth delivery of content as well as timely feedback to students via clear student records of individual student progress
- Meet regularly with 7th Grade team to discuss students and accommodations as needed
- If in full coverage role, communicate regularly with parents/guardians through meetings, report cards, ParentSquare as appropriate
- Keep Head of Middle School apprised of student and parent/guardian concerns
- Integrate technology into teaching and learning
- Affirm and support school philosophy and mission
- Share in 7th Grade recess duties and activities, class meetings
- Provide timely communication with parents/guardians and colleagues through calls, emails, conferences, reports, and Parent Square posts
- Perform other related duties as required

General Non-teaching Responsibilities

The Substitute Teacher shall be available for one staff meeting per week, parent/guardian evening events as scheduled, Student Support Meetings as called. A more thorough overview of Professional Expectations can be found in the Employee Handbook.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to Learn and teach others established processes - Recognizes the importance of learning and motivates others by own enthusiasm. Is able to learn and reproduce the current processes and recommend best practices to streamline them.
- Time Management Skills - Manages many tasks and projects simultaneously while adhering to deadlines and promises. Maintains work/life balance without compromising expectations of others. Respected for ability to “find” or “make” time to get things done.
- Organizational Skills - Creates action plans to meet program goals and objectives. Conducts periodic reviews of progress and measures against goals. Establishes broad policies for the program to ensure success.
- Communications Skills - Effectively communicates expectations, policies, procedures and corrections to staff, families and students. Maintains open communications channels with peers, administrators, and customers at the School.
- Written Communication Skills - Effectively communicates expectations, policies, procedures and corrections to staff, families and students.
- Problem Solving Skills - Considers a broad range of internal and external factors when solving problems. Grasps complexities and perceives relationships among different constituents.

Work Environment

Physical Demands

- Lift up to 30 lb. (snack supplies)
- May work at a desk and computer for extended periods of time.
- Work in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- Work with varying levels of noise both inside and outside of the classroom.
- Work intermittently in outside weather conditions and areas that may contain rugged terrain

Environmental Conditions

The Teacher will be working in a busy and noisy environment. There may be a number of activities and situations happening at once, and the Teacher will have to supervise all children at all times. The Teacher will be outdoors throughout the day in a variety of climates.

Sensory Demands

The Head Teacher may experience smells associated with children who are ill. There may be times that the environment is noisy and busy. Teacher possess the following:

- Ability to talk and hear (conversations, events)
- Visual acuity (near/far – to recognize words, letters, numbers, and situations)
- Depth perception (flying objects in the yard) and field of vision

Mental/Emotional Demands

Caring for children can be stressful. The Substitute Teacher must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Substitute Teacher must be prepared to handle accidents and emergencies at any time. The Substitute Teacher must have emotional coping skills appropriate for the management of student behavior.

We are committed to increasing staff diversity, both to reflect the high value SFS places on multicultural understanding + for the direct benefit of each student.

If you are ready to join us, **send a single document by with 3 references, letter of interest, resume +** how you learned of job to jobs@sfschool.org.