Position Title: On-Call Substitute Teacher – Preschool (Montessori)
Start Date: September 2016 – as needed through the academic year
FLSA Classification: Non-exempt, on-call position
Reports To: Director of Early Childhood Education
Position Purpose: The substitute teacher is responsible for all aspects of supporting a dynamic Montessori learning environment for students in a preschool classroom in the absence of the regular teacher.

Long- and short-term substitute teachers are responsible for:
- availability at short notice to cover faculty absences
- following the plan for the day's work as outlined by the co-teacher.
- supervising students at play indoors and outdoors.
- reporting all accidents or injuries to the office.
- accurately tracking time worked in the timekeeping system; the typical school day is 7:30 a.m. – 4:00 p.m.
- other responsibilities as assigned.

Required health documentation
- Current records should reflect the following immunizations: TB, Tdap, Measles and flu vaccines

Required Knowledge and Skills for All Teaching Positions at SHS
- Strong teaching ability; enjoy working with children and adolescents.
- Fluency in reading, writing and speaking in English.
- Excellent verbal and written skills, as well as outstanding interpersonal skills.
- Ability to work well with students and colleagues; willingness to be an active, enthusiastic member of the SHS community.
- Obvious passion for the academic subject matter being taught.
- Commitment to equity and inclusion.
- Willingness to adapt to an existing curriculum as well as contribute ideas to enhance the respective academic programs.
- Excellent attendance and punctuality.
- A clear understanding of and appreciation for the educational philosophy of the school as articulated in the Goals and Criteria of a Sacred Heart education.

Employment
The advertised position offers competitive compensation. SHS has a policy of making health and welfare benefits available to employees, including long-term substitute teachers who meet the requisite criteria, based on the length of assignment and subject to the plan parameters, including medical, dental and vision coverage. Short-term substitutes may also meet eligibility for benefits mandated by the California Sick Leave Act and the Affordable Care Act.

To Apply
Please apply via email by sending a resume to hr@shschools.org
You MUST indicate Pre/K subs in the subject line of the e-mail.
Please do not contact the Schools by phone or by unscheduled visit.

You may choose to mail your resume to:
Sacred Heart Schools
150 Valparaiso Avenue
Atherton, CA 94027
Attention Human Resources: Pre/K subs

Submissions will be reviewed on a rolling basis.
Pre-employment background screening is required for all positions.
For more information on Sacred Heart Schools, Atherton, please see our website at: http://www.shschools.org.

Sacred Heart Schools, Atherton believes that each individual is entitled to equal employment opportunity without regard to race, color, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, citizenship, veteran status, or any other class protected under federal, state or local laws.

As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.