



### **Position Title: Substitute Teacher**

**Position Overview:** Riverside Leadership Academy (RLA) is seeking dynamic and adaptable Substitute Teachers to join our innovative Project-Based Learning (PBL) school. The ideal candidates will have a passion for student-centered learning and be skilled at facilitating projects that encourage critical thinking, collaboration, and creativity. Substitute Teachers will step in to support our students' educational journey by maintaining a productive and engaging classroom environment in the absence of the regular teacher. Qualified candidates will be placed in a database and contacted on an as needed basis.

#### **Key Responsibilities:**

- Implement lesson plans and activities designed by the regular teacher to support ongoing project-based learning.
- Facilitate student-centered learning by guiding and mentoring students through their projects.
- Manage classroom behavior to create a safe and productive learning environment.
- Adapt teaching methods to meet the diverse needs of students and ensure inclusivity.
- Monitor and assess student progress, providing feedback and support as needed.
- Communicate effectively with students, staff, and administration to ensure continuity in the learning process.
- Maintain accurate records of student attendance, participation, and progress.
- Foster a positive and respectful classroom culture that encourages student engagement and collaboration.
- Follow school policies and procedures to ensure a consistent educational experience for all students.

#### **Minimum Qualifications:**

- High school diploma
- Completion of Effective Teacher Training (ETT Certificate) or teaching license
- Strong classroom management skills and the ability to adapt to various teaching environments.
- Excellent communication and interpersonal skills.
- Ability to inspire and motivate students to achieve their best.
- Flexibility and the ability to think on your feet in a dynamic educational setting.

- Commitment to continuous professional development and staying current with educational best practices.

**Preferred Qualifications:**

- Associate's Degree or higher
- Previous experience as a teacher/substitute teacher.
- Experience with project-based learning or other student-centered instructional methods is highly desirable.
- Knowledge of and experience with integrating technology into the classroom.
- Understanding of diverse learning styles and strategies to support all learners.

**Work Environment:**

- Collaborative and supportive school community focused on innovative teaching practices.
- Opportunities for professional growth and development.
- Engaging and varied classroom settings with a focus on hands-on, experiential learning.

**Application Process:** Interested candidates should complete the application and submit a resume, cover letter, and references to [sbrewer@riversideleadershipacademy.org](mailto:sbrewer@riversideleadershipacademy.org). Please include a brief statement on your teaching philosophy and how you would contribute to a project-based learning environment.

**Equal Opportunity Employer:** RLA is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.