

JOB DESCRIPTION



Substitute Teacher

Status: Independent Contractor

Reports To: Director of Student Affairs

Dated: August 2024

Overview

Middle Way School (MWS) is a preK-6 independent school located in West Saugerties, NY. MWS is pioneering a new model of education based on the best in education research and enhanced by the wisdom and compassion of Buddhist traditions. Teachers with a deep understanding of childhood development are the pillars of this education.

Substitute teachers fill in as needed for lead, assistant, or specialty teachers when they are not available to teach. The substitute teacher is responsible for teaching the curriculum, facilitating a harmonious and safe environment for meals and recess, and supporting students' development in all areas including social-emotional, physical, and academic.

MWS school culture relies on daily meditation and ample professional support. We expect our teachers to meet conventional outcomes in unconventional ways and use skillful means to differentiate in ways that help meet students academically and socially. While being a practicing Buddhist is not necessary, an understanding of Buddhist principles and terminology is appreciated.

Substitute Teaching Responsibilities

- Teaching academic lessons, assisting lead teachers, and/or facilitating activities on behalf of absent lead, assistant, or specialty teachers.
- Supervising recess, snack, and/or lunch in collaboration with other teachers
- Caretaking the school environment, including cleaning and preparation, as well as supporting children to take care of the school environment
- Supporting students' social interactions and learning throughout the day to create a culture of harmony, reverence and respect.

Required Education/Experience

- Bachelor's degree or a minimum of three years relevant work experience.
- Elementary and/or early childhood teaching experience

Qualities

- A passion for education
- An understanding or interest in all or most of the following areas: integrated curriculum development, brain-based learning, project-based learning, early childhood development, mindfulness, class culture, authentic learning
- Flexibility, open-mindedness, adaptability, patience with change
- Familiarity and comfort with using digital technology, particularly phone-based apps
- Practicality and resourcefulness



- Ability to work independently and in teams
- Ability to work harmoniously within a group when it is necessary to facilitate change, overcome an impasse, face issues, or ensure that decisions are made.
- Reliability and respectfulness with an equitable, positive view of the students, co-workers, and parents.
- Humor!

Physical Capabilities

- Ability to kneel, reach, run, bend, lift and stand for periods of time.
- Ability to lift 25-30 lbs.
- Ability to see, hear, and speak with children to ensure children's health and safety.

Terms

- Regularly available for as-needed substitute teaching on-site at Middle Way School in Saugerties, NY during the 2024-2025 academic year (September 4, 2024 - June 18, 2025).
- Hours may vary depending on the schedule of the teacher who is being covered. A full day of teaching is generally 8:00 AM - 3:30 PM.
- Some substitute teaching assignments are scheduled in advance, but often the need for a substitute teacher becomes known at 6:00 AM on the day of the needed coverage. Substitute teachers are expected to use an app to receive and respond to requests for teacher coverages.
- All substitutes must pass a New York State background check
- \$120 per day (\$60 for a half-day)

How to Apply

Please send a cover letter explaining why you are interested in a position at Middle Way along with a resume to Director of Student Affairs Jennifer Triplett at jennifer@middlewayschool.org.

We hire and enroll without discriminating against any identifying factor which may include race, age, national or ethnic origin, religion, sex, sexual orientation, gender identity, or socioeconomic background. We will make accessibility accommodations for individuals with disabilities to the fullest extent possible. As an institution and as individuals we recognize that we have the responsibility to actively change the power differences that perpetuate biases against historically underrepresented groups. Our inclusion efforts are a dynamic process. We welcome your experience and invite your input on how our school community can continue to evolve.