



## Day/Leave Coverage Substitute Teacher

*Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.*

Currently Charles Armstrong School is looking for a Day/Leave Coverage Substitute Teacher with extraordinary vision: to inspire, guide and teach students with dyslexia so that they can meet their full academic and emotional potential.

### **Position description:**

The Substitute Teacher will work in conjunction with a credentialed teacher, in a co-teaching model, to create an educational setting where students have the opportunity to fulfill their cognitive and social/emotional potential. Candidates will possess a knowledge base and passion for teaching students with dyslexia and related learning differences.

### **Primary Responsibilities:**

- Covers all classrooms, as needed, short and long-term assignments
- Using direct instruction, teacher will implement differentiated instructional activities in both small and whole group settings that contribute to a climate where students are actively engaged in meaningful learning experiences
- Identify, select, and modify instructional resources to meet the needs of students with varying backgrounds, learning styles, and learning needs
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process
- Model professional and ethical standards when working with students, parents, peers, and community
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating and planning
- Implementing lessons plans (when available) and ensuring the integrity of academic time in a manner that motivates students to learn and participate
- Creating on occasion lessons for students when lessons plan is not available
- Maintaining discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with Responsive Classroom
- Reporting to Student Service upon arrival to and departure from school; checking mailbox of absent teacher for any materials requiring immediate attention; requesting clarification of school rules and procedure, if necessary
- Returning instructional materials, equipment, and keys to proper places

### **Education, Certifications, and Work Related Experience:**

## **Required**

- Valid teaching credential (Special Education certification or Master's Degree preferred)
- Three to five years of classroom teaching experience (preferred)
- Knowledge of multi-sensory teaching methodologies
- Experience with and understanding of children: Grades 2-8
- Understanding of interactive multisensory instructional strategies
- Training in a structured reading and literacy program such as Wilson, Slingerlands, Orton-Gillingham, or Lindamood Bell – a plus

## **Additional Skills:**

- Flexible and ability to think on one's feet
- Excellent verbal and written communication skills
- Ability to work on a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic to achieve academic goals
- Displays effective multi-tasking and time management skills
- Ability to communicate with students, teachers and teaching partner
- Solid understanding of child development
- Strong organizational skills
- Dependable, responsible and reliable
- Ability to motivate and engage thriving learners
- Ability to identify and improve student outcomes
- Sense of humor
- Positive outlook
- Ability to be "on-call" for both short-term and long-term positions
- Experience with technology integration in the classroom

## **Charles Armstrong School offers:**

- Competitive salaries commensurate with experience
- Collaborative teaching environment with seasoned professionals

Direct resumes and cover letter to

Hiring Committee

Hiringcommittee@charlesarmstrong.org

(650) 592-7570

Charles Armstrong School

1405 Solana Drive, Belmont, CA 94002

[www.charlesarmstrong.org](http://www.charlesarmstrong.org)

Charles Armstrong School is the premier school for children with dyslexia and related learning differences in the San Francisco Bay Area with a national reputation for excellence. Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 230 students in grades 2-8. Charles Armstrong School is an Equal Opportunity Employer.

Charles Armstrong School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or sex in the administration of its educational and employment policies, financial aid programs, and athletic and other school-administered programs. Inquiries concerning the application of Title IX and the Title IX regulations to the School may be referred to the Title IX Coordinator or to the Small Business Administration's Assistant Administrator for Equal Employment and Civil Rights Compliance. The School's Title IX Coordinator can be contacted as follows:

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