Substitute Teacher (Part-Time, Temporary, as Needed)

Open Position: Substitute Teacher (Part-Time, Temporary)
Reports to: Director of Early Learning Center
Extended Day &/or Director of the Elementary & Middle School

Direct Reports: N/A
FLSA Status: Exempt
FT/PT: Part-Time, Temporary, As Needed

St. Thomas School is seeking substitutes for various disciplines and grade levels to help us advance our vision of being a recognized leader in early childhood through 8th Grade education. We’re looking for energetic individuals who can adapt quickly to changing circumstances, individuals who work effectively independently as well as part of a team, and who is passionate about teaching to pre-school to middle school-aged children and enhancing student life. If that sounds like you, we’d like to hear from you! Since this position is part-time and temporary, only mandated benefits are offered. STS offers pay competitive with public and independent schools and an extraordinary work environment. Qualified substitutes are added to a database of professionals that are contacted and paid directly by the school.

Who We Are:
St. Thomas School, a non-sectarian, Preschool through Eighth Grade school, is one of the oldest independent schools on the east side of Lake Washington. St. Thomas School’s educational journey is defined by a cognitively rigorous program with an emphasis on developing character, leadership, and a passion for learning and achievement. Our mission is to develop responsible citizens of a global society. STS is a recognized leader in developing the whole student. Our core values include gratitude, responsibility, respect, courage, integrity, tolerance, compassion, perseverance, and generosity. STS serves over 300 students and boasts a 55,000 sq. ft. LEED Gold certified campus.

Job Summary:
Under close partnership with, and at the direction of, the Director of the Early Learning Center/Extended Day and/or the Director of the Elementary Center and Middle School, provides an exemplary instructional experience in the classroom.

Required Education, Training & Experience:
- Experience as a classroom teacher
- A college degree in education or related discipline
- Excellent oral and written communication skills
- Excellence references

Required Knowledge, Skills & Abilities:
- A strong desire to work with children and to acquire a deep understanding of developmental stages of growth
- Familiarity with the Reggio Emilia philosophy is a plus
- Flexibility and adaptability to meet the needs of the children and program
- Flexibility to work with a number of faculty and staff members in an ever changing environment
- Excellent verbal and written communication skills
- Ability to maintain confidential information
- Ability to work efficiently in a Microsoft Windows environment using Microsoft Office, master common automated systems for record keeping, and learn new technology
- Ability to work and communicate well with all levels of faculty and staff
- Ability to work and communicate well with students and their parents

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.
If this sounds like you, and you are interested in becoming a part of the greater STS community, please submit an application for employment (available on the STS website), your résumé, a cover letter explaining why you are interested in this position, and three recent letters of reference via email to careers@stthomasschool.org or by mail to St. Thomas School, Attention: Careers, 8300 NE 12th Street, Medina WA, 98039. Substitutes are expected to meet with a member of the administration and complete a background check (fees are paid by the substitute). Thank you for your interest in St. Thomas School.

No phone calls please.