

**Philips Academy is a private non-profit school for students in middle and high school with complex language, learning and/or cognitive disabilities. We are looking for substitute teachers to be a part of our team.**

**Substitute Teacher Responsibilities:**

- Follow lesson plans provided by the classroom teacher to ensure continuity of instruction
- Maintain a safe and orderly classroom environment conducive to learning
- Manage classroom behavior in a respectful manner
- Communicate effectively with students, staff and administration
- Provide feedback to the classroom teacher regarding student performance and any issues that arose during the day
- Adhere to all school policies and procedures
- Ability to work between school hours of 8:15 a.m. to 3:15 p.m.

**Required Qualifications**

- Associate's degree
- Possess a passionate belief that all students are capable of success and learn in unique ways
- Ability to follow lesson plans and instructions accordingly
- Proficiency in Microsoft products (Word, PowerPoint, Excel and Outlook)
- Ability to pass a background check

**Preferred Qualifications**

- Bachelor's Degree
- Prior substitute or teaching experience
- Experience working with people with disabilities

**Benefits of Substitute Teaching at Philips Academy:**

- Pay: \$120 a day
- Flexible (ability to work on as needed basis)
- Work with amazing students and staff