



Substitute Teacher (part-time)

Harbor Montessori School is seeking a nurturing, dynamic, flexible team player to be a Substitute Teacher. The ideal candidate would have experience in working with infants through to Junior High students and would be familiar with the Montessori method of education. The hours for this role vary but ideally, availability from 7:30am-5:30pm is appreciated.

The Harbor Montessori School Substitute Teacher understands and promotes the school's mission, vision, objectives, and policies both within and outside the immediate school community. The Substitute Teacher is responsible for providing a safe and productive learning environment for students in accordance with the school's mission, vision objectives and policies. Substitute teachers' hours and responsibilities vary by program and classroom. Often Substitute Teachers work in both the childcare program and the Montessori classrooms.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Responsible for providing a consistent, safe and positive experience for all children with whom they work with.
- Works with individual and small groups of children as directed by the Head Teacher.
- Protects the peace and privacy of the children at work.
- The Substitute Teacher shares the responsibility for the safety and physical well being of the children at all times. The children are not to be left unattended, and classroom teacher to student ratios must be maintained on the playground as they are inside.
- Professionalism is showing pride in oneself and in their work. Substitute Teachers help maintain strong relationships with the parents, relationships characterized by mutual respect and good will. Employees should always act as ambassadors of Harbor Montessori School.
- Follow the HMS dress code and social media policies as indicated in our employee handbook.
- Is self-aware and self-monitoring in identifying and solving student, curricula, and school problems. Listen to and appropriately redirect any family question or concern.
- Refrains from gossip.
- Models integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, and gender issues and diversity.
- Attends staff meetings, as and when requested.
- Communicate and cooperate with the Administrator on program changes.
- Assists with other projects, programs and planning as assigned by the Head Teacher. Share questions and observations with the Head Teacher. substitute teachers are responsible for communicating and collaborating to meet the needs of the students and support a positive classroom environment. Honest and positive communication is imperative in all working relationships at HMS.
- Substitute teachers are flexible, friendly and dedicated.

Teaching and/or Childcare experience is preferred, at least 1 year.

The pay range for this position is \$16.50-\$20.00 per hour, commensurate with experience and qualifications.

Substitute Teachers are eligible for the following benefits:

- Paid sick time provided per WA state law.
- Retirement plan once qualifications are met.

Seeking substitute teachers for all three campus locations: Gig Harbor, Creekside (Port Orchard), and Tracyton (Bremerton). Please send your resume to brittany@harbormontessori.org