



## Employment Opportunity – Substitute Teacher

We are seeking dynamic and warm substitute teachers to fill in and support our program when needed. The substitutes will provide day-long academic, socio-emotional, organizational, and behavioral support in the classroom assigned. Qualified candidates will have had some prior classroom or camp experience and possess the desire to take an active role in working with teachers and children. Although specific requirements and duties vary slightly by grade and day, there are several common requirements and responsibilities for substitute work at Blue Oak School:

### Requirements & Experience

- BA preferred but not required
- A minimum of two years experience in a school, child-care, or camp setting
- Strong interpersonal and collaboration skills
- Strong time management and organizational skills
- Must be able to pass a fingerprinting screen and background check
- Must be legally able to work in the United States

### Attributes

- Hardworking, organized, and reliable
- Ability to model professional and ethical standards when working with students and families
- Sense of humor and ability to connect with students
- Ability to work both independently and as a member of a team

### Responsibilities

- Prepare the classroom and materials as needed throughout the day - as noted in the daily plans
- Provide recess, lunch, and other student supervision as needed and assigned
- Support students during specialist classes as assigned
- Maintain a positive classroom climate of trust and mutual respect
- Nurture each student's academic, social, and emotional development
- Maintain and respect the confidentiality of students
- Report to the office upon arrival and school rules and procedures
- Complete all necessary paperwork for incidents and payroll - leave the classroom teacher a written note
- Performs other related duties as assigned by Head of School or Director of Teaching and Learning

Please submit a résumé, cover letter, and references to [jobs@blueoakschool.org](mailto:jobs@blueoakschool.org)

*Blue Oak School does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin, sexual or gender identity in its hiring processes and actively promotes the principles and practices of diversity throughout the school community.*

Blue Oak School, nestled in beautiful downtown Napa, CA, offers a challenging and stimulating education to children of diverse backgrounds and interests. Through the culture and community of the School, teachers nurture the development of character and foster confidence, creativity, flexibility and curiosity in each child.