



## **SUBSTITUTE TEACHER**

### **JOB DESCRIPTION**

#### **ABOUT RAINIER PREP:**

Rainier Prep is a rigorous college preparatory 5th – 8th public charter school located on the border of South Seattle and Burien, WA. We believe in the inherent capacity of every student to succeed in a college prep environment. Rainier Prep aims to achieve radically different outcomes for students who are traditionally underrepresented on college campuses and in leadership positions. We are focused on identifying and serving those students who will be the first in their families to attend and graduate from college, and we strive to prepare all students to excel at four-year colleges and to serve as leaders in their communities.

#### **POSITION SUMMARY:**

Rainier Prep is seeking talented educators who love teaching and who know how to balance rigor and curiosity in a classroom setting. The Substitute Teacher position requires a self-motivated, collaborative professional who is knowledgeable about instruction, experienced at effective classroom management, and who thrives in a demanding and team-oriented culture.

Chosen applicants will go into a general pool to be contacted as needs arise. As a growing school, substitute teachers have the opportunity to learn about the school and consider future full-time employment opportunities.

#### **MAJOR RESPONSIBILITIES:**

At Rainier Prep, we believe that teachers are the cornerstone of creating an exceptional school. Our teachers create a classroom culture of high expectations, learning, curiosity, hard work and support for each student.

#### **Duties:**

- Cultivate a healthy classroom and school culture, modeling an approach to learning which emphasizes risk-taking, respect, curiosity and constant commitment to quality improvement
- Establish/encourage culture of flexible and collaborative collegiality in which mission and goals of the school are the foremost focus of all decision making; lead students to handle adversity and ambiguity well
- Thrive in an innovative, reflective culture that demands flexibility and quick adjustments to meet student needs
- Follow the lesson plans provided by the content area teacher
- Follow the school's management policies and procedures
- Collaborate with teachers and administrators to address and resolve student issues

- Provide updates on student achievement to staff and, when necessary, families
- Lead a student advisory group of ~15 students
- Seek and implement high-quality feedback from/to colleagues
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- A Bachelor's Degree
- Strong focus on student performance; embodies a warm, positive and rigorous approach to classroom management
- Excellent relationship building and communication skills with adults and students alike
- Growth mindset and belief that all children can learn at high levels
- Team player willing to roll up their sleeves to get the job done
- Ability to multitask in a fast-paced, dynamic environment
- Ability to work independently and as a team member
- Excellent organizational, planning and implementation skills
- Excellent writing, communication and presentation skills
- Experience working with diverse students/families and an advocate for all children
- Flexible and quick learner
- Strong technology skills including proficiency in Microsoft Office (Word, Excel, PowerPoint)

**COMPENSATION:**

\$22.00/hour

**HIRING PROCESS:**

- Go to [www.rainierprep.org/careers](http://www.rainierprep.org/careers) and click "Apply Here" to begin the application process.
- Then email a cover letter and resume to [apply@rainierprep.org](mailto:apply@rainierprep.org).
- Rainier Prep will invite select candidates for interviews.
- The selection process will continue until the position is filled.
- Hiring is contingent upon successful completion of employment, verification, fingerprinting, and obtaining WA State Substitute Teaching Credential.

### ***Equal Employment Opportunity Commitment***

Rainier Prep is an equal opportunity employer and thus affords equal employment and advancement opportunity to all qualified individuals without regard to race, creed, color, religion, national origin, ancestry, gender, sexual orientation, pregnancy, age, disability, marital status, medical condition, or any other classification that is protected under applicable local, state or federal law.

### ***Nondiscrimination Statement***

Rainier Prep School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Director of Operations, 10211 12th Ave S, Seattle, WA 98168.

Title IX Coordinator: Karen Lobos, Director of Operations [klobos@rainierprep.org](mailto:klobos@rainierprep.org)

Section 504/ADA Coordinator: Mash Makhlyagina, Learning Specialist [mmakhlyagina@rainierprep.org](mailto:mmakhlyagina@rainierprep.org)

Civil Rights Compliance Coordinator: Karen Lobos, Director of Operations [klobos@rainierprep.org](mailto:klobos@rainierprep.org)