



## Substitute Teacher

**Reports to:** Principal

**Employment Status:** Hourly, Non-exempt

A program of Momentous Institute, a 100+-year-old not-for-profit organization, Momentous School is an accredited laboratory school for 248 students from three years of age through fifth grade. The school partners with students and families to leverage strong academics and social emotional health, cultivating a community of Changemakers. Founded in 1997, this innovative Dallas school gives priority to students eligible for free or reduced-price breakfast and lunch.

For more information: <http://momentousinstitute.org/services/momentous-school>

### **Duties:**

- Maintain a classroom environment attending to the social and emotional health of all students with high expectations for rigorous academic-performance.

### **Actions and Responsibilities:**

#### Social and Emotional Development

- Learn our social emotional health model used in our classrooms
- Work with all children in a positive manner
- Collaborate with other teachers and administration as concerns arise

#### Curriculum

- Teach lessons designed by the classroom teachers

#### Work schedule:

- Schedule teaching assignments with Operations Administrator and School Dean or Principal
- Arrive on scheduled days at 7:25 AM to review substitute plans for the day and meet with grade level partner
- Follow the teacher's schedule throughout the day and leave a summary of work completed prior to leaving for the day
- Leave at 3:10 after dismissal ends.

### **Qualifications:**

- Bachelor's degree
- State Teacher Certificate preferred

### **Pay**

- \$18.50 equivalent of \$150.00 per day for 8 hour day.

**The ideal candidate will exhibit Momentous Institute’s core values:**

Respectfulness, Commitment, Humility, Innovation, and Stewardship

**Physical Demands**

- Moving about accomplishing tasks both in indoors and outdoors spaces.
- Requires to constantly communicate with others to exchange information.
- Requires the ability to occasionally lift and move objects up to 20 pounds.

**Interested:**

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply.

Please send letter of interest and resume or request an application to:

**Andrew Hagman**

School Principal

[ahagman@momentousinstitute.org](mailto:ahagman@momentousinstitute.org)

Momentous Institute/Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/Salesmanship Club of Dallas maintain hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

**Policy Statement**

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.**