



**Position Available: Glen Urquhart School  
Substitute Teacher (Part Time)**

**Description:** Glen Urquhart School, an independent preschool to grade eight day school 45 minutes north of Boston, seeks substitute teachers. Substitute positions are available in all subject areas for grades Pre-K to 8. Such positions are short term in nature, with some substitutes needed only for a single day while the School may need others for more extended periods. \$16/hour compensation.

**Qualifications:** We seek motivated and flexible teachers who understand how young people learn and who can work in a shared and cooperative environment. These positions require a bachelor's degree and classroom experience or equivalent. Candidates should be familiar with the developmental needs of 3-14 year olds as well as the appropriate subject area content. Glen Urquhart School seeks candidates who will reflect and support the racial, cultural, and gender diversity of our school community.

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Teaching within the setting of an individual classroom
- Organizing the classroom environment and establishing routines that support children's learning
- Delivering lessons created by Glen Urquhart School teachers

Substitute teachers are expected to meet the same standards of professionalism to which Glen Urquhart School faculty members are held. After an applicant has been interviewed, accepted, and oriented, they are kept in a pool of potential substitute teachers who may be called on any given school day. Once called, substitute teachers check in at the appropriate division office to begin and end each day.

Interested candidates should send cover letter, resume, and list of three references via email with the subject line "Substitute Teacher" to: [gusjobs@gus.org](mailto:gusjobs@gus.org)

**Glen Urquhart School, 74 Hart Street, Beverly Farms, MA 01915   [gus.org](http://gus.org)**

*Glen Urquhart School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, gender identity, sexual orientation, genetic background, age, disability, or military service in its hiring, employment or other programs and activities.*