



PAUL PUBLIC
CHARTER
SCHOOL

Title: Substitute Teacher

Location: Washington, DC

Who we are:

The mission of Paul Public Charter School is to educate our students and to develop in them the capacity to be responsible citizens, independent thinkers, and leaders. Paul PCS is one of the first charter schools in Washington, DC, and the only charter school to convert from a DC Public School to a public charter school. We are a 5-12 campus serving over 700 scholars, with a comprehensive “Triple A” program infusing Academics, Arts, and Athletics. We believe in providing a structured yet nurturing environment to prepare our scholars for college and to be leaders within a global society.

Who we are looking for:

Paul PCS is looking for highly skilled teachers and leaders who are willing to do whatever it takes to develop our scholars to be college-ready and global leaders. Our staff works tirelessly to cultivate the minds of our future leaders through a vast offering of academic, art, and athletic activities. We are looking for passionate educators who believe in our mission and core values and want to join a hard-working and dedicated “Paul family.”

Position Overview:

At Paul PCS, the substitute teacher ensures that all program components of Paul’s educational model maximize the educational experience and academic performance of every student. The substitute teacher is responsible for supervising students in the event that their regular teacher is unable to lead class. The duties include managing classroom behaviors, quickly interpreting and facilitating lessons. Substitute teachers may be responsible for updating grades and communicating. Substitute teachers must be flexible as the role may vary depending on the daily needs of the school.

Primary Responsibilities:

Curriculum Design, Instruction, and Student Assessment

- Approach practice with a sense of urgency, maximizing every minute with students
- Collaborate with content and grade-level teams to promote an environment of critical thinking and academic rigor as needed
- Deliver rigorous and engaging content and instructional to students with passion and a willingness to do “whatever it takes” to help students succeed
- Supervise a classroom based on teacher absences
- Work with small groups of students or provide one-to-one support for specific students based on the needs of the school

Building School Culture

- Build strong relationships with students and engage students in deep learning
- Believe deeply in the mission of Paul Public Charter School and that all children can meet high academic



expectations

- Uphold consistent behavioral systems and student expectations within the classroom and everywhere on campus
- Communicate student progress regularly with parents and families
- Be accountable for student's mastery of academic standards
- Embrace feedback and constructive criticism in the spirit of constant growth and development
- Demonstrate maturity, humility, professionalism, confidence, and a strong work ethic inside and outside the classroom

Other Responsibilities:

- Submit daily attendance for classes/blocks as needed
- Support in grading and inputting grades into Powerschool as needed
- Communicating with families regarding academics and behaviors as needed

Qualifications:

- Candidates must have a secondary school diploma or its recognized equivalent.
- Deep commitment to reflective practice, an ability to give and receive feedback openly and without defensiveness, and a desire to constantly question and improve their teaching practice.
- Commitment to creating a school that not only provides an excellent education for the student, but that creates an open, trusting learning environment for educators and the entire staff of the school
- Demonstrated capacity to embrace teaching the whole child.
- Demonstrated commitment to anti-racist, anti-bias practices and comfort and willingness to address issues of equity, access and inclusion.
- Strong ability to persevere in the face of ongoing challenges. Teaching is a demanding profession, regularly requiring one to go above and beyond, to solve problems quickly and in the moment, and to find the positive in difficult situations.
- Ability to thrive in an innovative environment and an interest in being part of a team that builds the systems that support a growing school.
- Belief that all students can achieve at the highest levels with no excuses
- Ability to exercise excellent judgment in decision-making
- Strategic thinker and proactive problem-solver

Desired Qualifications:

Experience working in a public school setting; preferably with students in grades 5-12.

Salary:

Substitute Teacher is an hourly position. The teacher will only work up to 40 hours per week.