

Job Summary

The Martin J. Gottlieb Day School is looking for a qualified long-term substitute teacher for January 2022 through May 2022.

The Martin J. Gottlieb Day School is a small, private Jewish school in Jacksonville, Florida. This teacher would be responsible for teaching 2nd and 3rd grade math and science. Each class is no larger than 14 students. The long-term substitute teacher needs to be able to convey information to students to prepare them for testing, achieve curriculum goals, and ensure that the teacher's absence does not cause an interruption in classroom instruction.

The long-term substitute will be responsible for providing classroom coverage daily from 8:00 am to 4:00 pm, including 2.5 hours of planning time per day. Support from colleagues and administration is readily available. Candidates must have a background in teaching and instruction.

Essential Duties

1. Teaches content and skills in subject area utilizing curriculum and other appropriate learning activities.
2. Uses provided lesson plans and assessments to ensure student progress and success.
3. Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, and other recordkeeping activities as necessary.
4. Evaluates each student's progress in meeting the course standards.
5. Maintains standards of student behavior needed to provide an orderly, productive classroom environment.
6. Identifies student needs and cooperates with other professional staff members in assessing and helping students.
7. Communicates with parents on student progress.

Please submit a cover letter and resume to
Karin Hallett, khallett@dubowgottlieb.org