



PARK ACADEMY JOB DESCRIPTION

JOB TITLE: SUBSTITUTE TEACHER
REPORTS TO: HEAD OF SCHOOL
FLSA STATUS: PART TIME

SUMMARY: Park Academy is a small private non-profit school in Lake Oswego that serves students in grades 3-12 with dyslexia and other language-based learning differences. Our mission is to empower students with diverse learning challenges to reach their highest potential of giftedness, while excelling academically and becoming responsible citizens and community leaders.

Seeking Substitute Teacher for grades 3-12 who will provide an educational program for students and assists in other school programs as part of his/her professional responsibilities.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Instructs students in assigned subjects as defined by the adopted objectives and provides other appropriate learning activities as required.
- Develops lesson plans and instructional materials to provide planned learning experiences in order to motivate students and best utilize instructional time. Adapts curriculum to the needs of each student.
- Evaluates the academic and social growth of students. Keeps appropriate records, and communicates with parents on the individual student's progress.
- Identifies the needs of students and cooperates with other professional staff members in assessing and helping students solve attitude and learning problems.
- Shares in sponsorship and/or supervision of student activities.
- Plans and coordinates the work of paraprofessionals in the classroom.
- Establishes and maintains standards of student behavior needed to achieve a desirable learning atmosphere and psychological security in the classroom.
- Performs basic attendance accounting and business services as required.
- Attends, participates or supports student activities and projects.

APPLICATION GUIDELINES/CONTACT:

Compensation: Salary commensurate with experience.

Applications can be submitted directly to Dr. Mary Mollway, Assistant Head of School via email at mmollway@parkacademy.org. For inquiries, you may reach Dr. Mollway at 503.594.8779.

Park Academy is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve. The office does not

discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. We invite members of all diverse communities to apply.