



## **Substitute Teacher**

Tallulah Falls School is accepting applications for Substitute Teachers available at both the Middle and Upper Schools for the current 2024-2025 school year and future school years.

**Daily Rate: Non-Certified - \$100**  
**Certified - \$110**

### **EDUCATION, WORK EXPERIENCE AND QUALIFICATIONS**

- High School Diploma or GED required, Bachelor's or Master's degree preferred
- Scheduling availability, flexibility, patience
- Strong verbal and written communication skills
- Experience in education and/or teaching credentials preferred

### **ESSENTIAL JOB FUNCTIONS**

- Assumes all duties and responsibilities of the regular teacher in a given day.
- Follows lesson plans provided by classroom teacher to facilitate appropriate learning experiences for students.
- Maintains appropriate records in the absence of the teacher and follows required procedures and practices.
- Supervises students in a variety of school-related settings.
- Ensures all materials are read and prepared for instruction.
- Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of children.
- Monitors appropriate use and care of equipment, materials and facilities.

### **ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS**

- Ordinary ambulatory skills sufficient to visit other locations
- Ability to stand, walk, stoop, kneel, crouch
- Lift, carry, move light to medium weights of 10-50 pounds.
- Good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard.
- Frequently is required to sit, reach with hands and arms, talk and hear.

Please download and complete the TFS Application for Employment located at <https://www.tallulahfalls.org/about/employment-opportunities.cms> and submit along with a resume and teaching certification (if applicable) to Marlee Fleming, Director of Human Resources at [marlee.fleming@tallulahfalls.org](mailto:marlee.fleming@tallulahfalls.org). Please include preference of Lower/Middle School, Upper School or both.

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*Tallulah Falls School is an equal opportunity employer*

*All job applicants at TFS will undergo pre-employment drug and background screenings before being considered for employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and by signing a consent agreement to release TFS from liability.*