



ON-CALL & PERMANENT SUBSTITUTES SEARCH

START DATE: UPON HIRE

POSITION OVERVIEW

HACKLEY SCHOOL seeks to hire substitute teachers with relevant experience in all appropriate academic subjects for each of its divisions: Lower School (K-4), Middle School (5-8) and Upper School (9-12). We are seeking both “on-call” substitute teachers who can be available on occasion and as needs arise, as well as a number of Adjunct Teachers (“permanent substitutes”) who can be at school each day Hackley is in on-campus learning mode. These roles provide early-career educators a great opportunity to learn more about independent schools, while also picking up valuable teaching experience.

MISSION AND HISTORY

HACKLEY SCHOOL is a nonsectarian coeducational K-12 independent school located in Tarrytown, New York. Founded as a boarding school in 1899, Hackley enrolls approximately 860 students, including 25 five-day boarding students in grades 9-12.

Students experience joy in the classroom and make life-long connections with each other and with our dedicated faculty, 40% of whom reside on campus. Robust extracurricular programming on our 285-acre campus creates unique opportunities for each student to learn and grow beyond the boundaries of the school day. Hackley graduates have the knowledge and confidence to pursue their passions and the drive to make a difference.



Hackley challenges students to grow in character, scholarship, and accomplishment, to offer unreserved effort, and to learn from the varying perspectives and backgrounds in our community and the world.

ROLE RESPONSIBILITIES

The Substitute Teacher's responsibilities include:

- Following lesson plans provided by the teacher.
- Maintaining classroom behavioral standards.
- Maintaining timely attendance records.
- Completing other tasks as assigned by school leadership.

QUALITIES AND SKILLS

The ideal candidate embodies the School's core values and models them for others.

Substitute Teachers should have:

- A four-year college degree in a relevant field.
- Ability to work collaboratively with students, families and colleagues.
- Ability to successfully engage students with the goal of fostering their cognitive and social-emotional growth.
- Willingness to learn about and engage in a variety of classroom management strategies.
- Ability to help teachers and administration implement, create and refine a high-quality, age-appropriate curriculum.
- Effective organizational and planning skills.
- Effective interpersonal skills.
- Ability to exercise professional judgment, including maintaining appropriate boundaries, at all times.

COMPENSATION

Compensation for "on-call" substitute teachers is \$80/day for one to two classes; \$150/day for three or more classes.

HOW TO APPLY

Please complete the online application form available at this link: [APPLY NOW](#).

