Substitute Teacher

St. Andrew’s Episcopal School is looking for fun, energetic and responsible people who would like to be on our substitute teacher list. We are in need of half-day and full-day substitutes from grades K-12. A college degree is required and previous teaching experience is preferred. A flexible schedule is required with the ability to provide coverage for both planned and short-notice absences of our teachers. Our substitute pay is competitive.

St. Andrew’s is dedicated to hiring a diverse community. If you are interested in substitute teaching at SAS, please email your resume, application, letter of interest, references, academic disciples and age levels for which you can provide substitute coverage to mroe@sasaustin.org.

St. Andrew's is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs.

St. Andrew's employs individuals without regard to race, color, nationality, ethnicity, religion, disability, sex, gender identity or sexual orientation as protected by federal, state, or local law.

Job Details

Primary responsibilities include by are not limited for the position to:

- Report to the front office to sign-in and clock in/out for the day in HR system Paycom.
- Carry out a program of study prescribed in the lesson plans left by the classroom teacher.
- During teacher breaks, ask if you can be of assistance.
- Maintain a neat and orderly classroom.
- Take and report attendance in accordance with school procedures.
- Ensure that students are never left unsupervised in the classroom.
- Interact with students in a professional and appropriate manner and provide general supervision while on campus.
- Know and adhere to emergency evacuation routes for the classrooms assigned.
- Know and adhere to technology acceptable use policy.
- Spend the entire class period working with and for the students. NO personal or other work of any kind should be done.
- Leave the regular classroom teacher a summary report about how the day went; student and class progress regarding lesson objectives.
- Dress professionally, work collaboratively with other members of the school staff and parents, and uphold all school policies of St. Andrew’s Episcopal School.