



PINE COBBLE SCHOOL

est. 1937

Substitute Teacher Job Posting

Pine Cobble is seeking substitute teachers for the 2026-2027 school year.

A Substitute Teacher teaches and supervises students when their regular teacher is unable to lead class. Their duties include managing classroom behavior, quickly interpreting lesson plans and creating reports to inform the students' permanent teacher of their success.

In order to create an encouraging learning environment for students while their regular Teacher is absent, the Substitute Teacher will need to effectively manage and instruct the class from roll call through to tidying up the classroom after the students have left. Some of the Substitute Teacher's duties and responsibilities include:

About Pine Cobble School

Pine Cobble School is a small all gender Beginners through Grade 8 independent school that embraces with open arms all races, ethnicities, and socioeconomic groups. The school's goal is to offer academic skills and other learning opportunities in a supportive, community based atmosphere that allows our students to learn, explore, and thrive.

Job Summary

Through intentional collaboration, effective communication, a sense of equity in education, and an adherence to the [Pine Cobble School's Community Pillars](#), a Substitute Teacher teaches and supervises students when their regular teacher is unable to lead class. Their duties include managing classroom behavior, quickly interpreting lesson plans and creating reports to inform the students' permanent teacher of their success.

Duties and Responsibilities:

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Adapt teaching methods to fit the needs of each individual student
- Supervise students in and out of the classroom, including in the halls/buildings, on the playground and at lunch

- Provide in-class and at-home assignments based on the available lesson plan
- For long-term substitutes: develop lesson plans and assignments consistent with the regular teacher's past lesson plans. Prepare classroom equipment and instructional materials for lessons.
- Oversee students in non-classroom settings like lunch, recess and field trips
- Perform recordkeeping duties associated with the classroom including attendance and grade calculation
- Instruct students in proper classroom procedures and behavior
- Perform other duties that fall within the employee's abilities that may be assigned by School administrators from time to time

Skills and Qualifications:

- Bachelor's degree or higher or a college junior or senior currently completing their bachelor's in education
- Strong English verbal and written communication skills
- Excellent interpersonal skills
- Ability to lead and instruct students of all ages
- General knowledge of several subjects
- Ability to adapt plans to specific classrooms
- Flexibility and critical-thinking skills
- Demonstrated knowledge of current instructional strategies preferred
- Previous experience teaching preferred

Physical Requirements

This position requires a moderate amount of walking, standing, sitting, and climbing stairs whenever necessary. Activities also include moderate physical exertion in body movement, such as reaching, bending, twisting, grasping, pushing, and pulling of objects. This position requires lifting objects of 20 pounds on a frequent basis, and over 20 pounds occasionally. There is a frequent requirement of fine manipulation associated with the required use of a computer and other business machines.

Nondiscrimination Statement

The School is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, pregnancy or pregnancy-related condition, sexual orientation, gender identity and expression, national origin, ancestry, age, physical or mental disability, genetic information, veteran status, military service, application for military service, or any other status protected by applicable law. The School will make reasonable accommodations for qualified individuals with known disabilities or pregnancy-related conditions, in accordance with applicable law.

Compensation: \$150 per day

To Apply

Please submit a cover letter, résumé, and 3 references to Ellen Sutherland, Director of Human Resources Coordinator, at e.sutherland@pinecobble.org.