

# **Charter School of Morgan Hill**

## **Substitute Teacher – Grade K-8**

### **Job Description**



#### **The Program:**

The Charter School of Morgan Hill was started by a group of parents and educators who shared a common vision. They believed that by partnering staff, students, parents and community it would be possible to create a unique, challenging and individualized learning environment with high academic expectations. The mission of the Charter School of Morgan Hill is to develop lifelong learners prepared to be innovative participants in the global community through strong family involvement, community interaction and project-based learning.

The school is committed to the following:

- Developing K-8 students who are self-motivated, self-disciplined and socially responsible
- Applying academic learning to real-life activities through project-oriented programs
- Providing advanced opportunities in science, technology, languages and the arts
- Building programs that foster thinking which is original, critical, collaborative and reflective
- Respecting diversity and whole child development - cognitive, emotional, social and physical

#### **The School:**

The Charter School of Morgan Hill serves students in grades K through 8<sup>th</sup>. It is operated by a nonprofit corporation, which is governed by a seven-member volunteer Board of Directors working in collaboration with the parents and staff to ensure that the school meets its charter mandates. The Charter School of Morgan Hill opened its doors for the first time on August 29<sup>th</sup>, 2001 with approximately 165 students. Because this is a public school, admission is open to any student in the state with preference given to students residing in the Morgan Hill Unified School District attendance area. The school is currently located just north of Morgan Hill at the old Encinal School site at 9570 Monterey Road. There are over 350 students currently enrolled.

#### **The Position:**

The Charter School of Morgan Hill is looking for talented, dynamic and innovative educators. We are currently accepting applications for the 2004-2005 school year for new and experienced substitute teachers for grades K-8.

#### **Duties and Responsibilities:**

- Develop lesson plans that ensure the attainment of state learning standards and the additional specific grade-by-grade learning standards set forth in the charter
- Develop lesson plans that support project based learning (staff development training will be given in this area)
- Address individual needs of students through long and short term planning
- Prepare students adequately for all required assessments
- Evaluate students' progress on a continuous basis
- Prepare individual student achievement reports for parents
- Provide an inviting, exciting, innovative, and challenging learning environment
- Engage in effective and appropriate classroom management
- Involve families in the education process
- Work effectively with parent volunteers
- Collaborate with other staff members to create meaningful community learning opportunities and community-based partnerships
- Participate in staff development programs
- Work with other staff members to form a positive, supportive team atmosphere
- Perform other duties, as deemed appropriate, by the Principal

#### **Qualifications:**

- Substitute Teachers need only to have passed the CBEST and have a completed application on file in our office
- Demonstrated ability to work with diverse children
- Demonstrated ability to work well with families
- Ability to work effectively as a team member
- Willingness to be held accountable for student results
- Ability to evaluate tests and measurements of achievement
- Experience with using creative teaching techniques and project-based curriculum
- Possession of bilingual teaching credential, BCC, CLAD, BCLAD, ELD or LDS certificate (desired)

**Salary and Benefits:**

Substitute teachers earn \$140/full day, \$75/half day

**Application procedure:**

Please submit

- Letter of application
- Completed application form
- Completed essay questions at the end of this job posting
- Resume, and three recent letters of recommendation
- Copy of credential or CBEST results
- Applications will be accepted on an on-going basis

**Charter School of Morgan Hill**

**Attn: Vivanne Brager, Business Administrator**

**9530 Monterey Rd.**

**Morgan Hill, CA 95037**

**408-463-0618**

[www.mhcharter.org](http://www.mhcharter.org)

**Closing date: ongoing recruitment**