



Inspire and challenge.

At Belmont Day School, we foster intellectual curiosity, honor differences, and empower meaningful contribution with excellence, respect, honesty, responsibility, caring, and joy.

Building Substitute Teacher and Sub Coordinator

We are seeking a qualified in-house substitute teacher who will also serve as the coordinator of substitute teachers for the lower and middle school divisions (pre-kindergarten to grade 8). This position will schedule and coordinate all teacher coverage; it requires flexible working hours, as sub-coordination occurs outside the school day's typical schedule. This is a full-time, non-exempt, benefits-eligible, 10-month role that reports to the chief of staff.

Responsibilities

- Organize and coordinate substitute teachers each day.
- Substitute in classrooms as needed for faculty absences, including specialist teachers.
- Teach from 12:30–3:30 p.m. on Fridays as a member of the After School Program team.
- Review substitute teachers' payroll hours biweekly.
- Communicate with faculty regarding sub plans and any required materials.
- Promote and support excellent teaching.
- Provide a safe, calm, organized classroom environment.
- Implement and/or prepare effective lesson plans.
- Provide coverage for teacher duties (lunch, recess, etc.).
- Communicate effectively with classroom teachers and division heads.
- Help support and maintain continuity for students.
- Assist with interviewing prospective on-call substitute teachers and onboarding hired substitutes.
- Other duties as assigned.

Qualifications

- Bachelor's degree preferred.
- Degree or coursework in education preferred.
- Experience working with children in a school setting.

Competencies

- Flexibility
- Responsibility
- Joyful and collegial participation in the community
- Strong organizational and communication skills

Salary Range \$23.50 – \$27.25 per hour

To apply, send a cover letter specific to this position and a resume to careers@belmontday.org. Please include "Building Substitute Teacher" in the subject line.

The school will always be maintained as a nonsectarian institution and is an equal opportunity employer. BDS complies with all legal requirements regarding admissions and access to programs, facilities, and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.