DUKE SCHOOL

SUBSTITUTE TEACHERS

Job Information

Job Title	Substitute Teachers
Location	Durham, North Carolina
About Duke School	Founded in 1947, Duke School has as its mission to inspire learners to boldly and creatively shape their future. Duke School offers an exceptional project-based learning environment that seeks to develop high-level analytical and critical thinking skills in all of its students. Duke School is a preschool through 8th grade day school enrolling approximately 500 students.

Job Summary

Duke School seeks to add substitute teachers for its Lower School (PS-4th grade) and Middle School (5-8th grade) divisions. Applicants should enjoy working with school-aged children and possess the ability to support an enriching and fun environment while ensuring the safety of all children.

- Substitutes are asked to support their co-teacher/partner teachers and to ensure that students are supervised at all times.
    - Elementary Level Classes: The co-teacher will lead the day, but will ask for support with work as needed. Substitutes will be available to assist the co-teacher and the children.
    - Middle School Classes: Teachers will leave lesson plans and partner teachers will help orient the substitute.
    - Special's Classes: The specialist will leave lesson plans and a schedule on his or her desk.

NOTICE OF NONDISCRIMINATORY POLICY: Duke School does not discriminate on the basis of race, color, national and ethnic origin in its hiring practices and encourages people of traditionally marginalized groups to apply for employment.

- Substitutes are called/asked to be on-campus randomly- based on teacher absences – there is no guarantee for daily/weekly employment
- Substitutes can define which age groups with which they would be willing to work (Preschool, Elementary and/or Middle School)

To Apply

Interested candidates with experience working with children should submit a resume and three references to teach@dukeschool.org We will then schedule a brief interview. Diverse candidates encouraged to apply.

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