Job Description: Substitute Teacher

Codman Academy Charter Public School (K1-12, 350 students) is a nationally recognized leader in innovative urban education, including our unique partnership and shared facility with Codman Square Community Health Center in Boston’s Dorchester neighborhood.

As an EL Education school, our mission is to provide an outstanding, transformative education to prepare students for success in college, further education and beyond. We educate the whole student: mind, body, and character. With the city and world as our classroom, we build a school community rich in rigorous academics and daily experiences of discovery. We continue to support our alumni in realizing their potential after graduation.

OPPORTUNITY SUMMARY:
Codman Academy Charter Public School is seeking Substitute Teacher candidates to serve a grade K-12 school. Successful candidates have experience working in urban schools, and with special needs students and English Language Learners as well as classroom management expertise. If you are interested in becoming an educator working as a Substitute Teacher is a great way to sharpen your teaching skills while getting to know the inner workings of schools. See Additional Requirements for more details.

ALL CODMAN ACADEMY TEAM MEMBERS BELIEVE IN:

- **Rigor and High Quality**: As a small, college preparatory school, we have high intellectual and character expectations for our students and our staff. We believe in the American Youth Foundation’s motto, “My own self, at my very best, all the time.” As an EL Education Credentialed School our demanding academic curriculum is based on EL’s design principles; students engage in experiential learning across disciplines. Exemplifying this approach, Humanities Department Chair Sydney Chaffee was named 2017 Massachusetts Teacher of the Year.

- **Social Justice and Serving our Community**: We value learning through meaningful experiences that affect our daily lives. We look to be active members in our community and expect the same from our students. Walk Boston awarded former Science Teacher Maggie Sachs Mahmood the Golden Shoe Award for using the study of velocity and physics to improve pedestrian safety in Codman Square. The Community Service-Learning Advisory Council awarded the Service Learning Teacher Award to Equity Coordinator Lisa Graustein.

- **Integrated Health and Education**: CACPS is co-located with our founding partner, the Codman Square Health Center. Together we’ve formed Codman², an innovative partnership that aims at improving the physical, mental, and socio-emotional health of our community. Our partnership earned the first
Mayoral Prize in Innovation in Health Care. CACPS also earned the Gold-Level Massachusetts School Wellness Award, which noted a high level of student involvement in the wellness program, coordination with the Codman Square Health Center, and exemplary whole school approach to fostering wellness.

Responsibilities include (but not limited to):
- Reports to the school upon arrival at the school building, arriving 30 minutes early to review all materials and ensure preparedness before the students arrive in the classroom
- Implement instructional guide outlined in teacher's lesson plan(s)
- Create and maintain a positive learning environment in the classroom
- Report all student incidents, including injuries, accidents, illnesses, and behavioral problems
- Must be willing to use Codman Academy’s expeditionary teaching methods and enforce Codman Academy’s Habits of Scholarship

Additional Duties:
Perform any other tasks that are assigned to the absent teacher on that day (bus duty, study hall, etc.)

Note: Per diem subs should note that substitute teaching assignments are subject to availability and no one is guaranteed an assignment, even after the application selection process is complete.

Benefits: Compensation $15 per hour

QUALIFICATIONS:
- Ability to maintain a positive instructional atmosphere in the classroom
- Ability to organize and coordinate lessons as outlined by the teacher in a classroom setting
- Ability to communicate effectively with students and staff
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Required: Bachelor's Degree from an accredited college or university OR two years of college, Satisfactory CORI (Criminal Records check); those with a major in Education encouraged to apply

Preferred: Prior Substitute Training, Teaching Certification, Experience working with children and/or adolescents, Teaching Certificate

Submit resume to the contact listed below. All resumes will be screened and selected candidates will participate in an interview process.

HOW TO APPLY:
Send your resume and cover letter to Dana Robin (drobin@codmanacademy.org).

NON-DISCRIMINATION SUMMARY:
Codman Academy does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of race, color, age, disability, sex/gender, gender identity, religious beliefs, national origin, ancestry, retaliation, sexual orientation, genetics or military status and does not tolerate any form of discrimination, intimidation, threat, coercion, and/or harassment that insults the dignity of others by interfering with their freedom to learn and work.