



Company Profile: Montverde Academy is a coeducational independent school that serves grades Pre-K3 –12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

Job Title:	Lower School – Permanent Substitute	Contact:	jobs@montverde.org
-------------------	-------------------------------------	-----------------	--------------------

Job Description: This position will initially fulfill long-term substitute needs with a possible teaching position in the 2025-2026 school year. To facilitate the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students’ parents or guardians regarding instructional program and student progress.

- Responsibilities:**
- Teaches reading, language arts, social studies, mathematics, and science in a classroom environment to meet learning objectives/standards through age-appropriate instructional methods.
 - Instructs students in citizenship and age-appropriate behavioral expectations.
 - Develops lesson plans and instructional materials to provide individualized, small group and whole group instruction.
 - Uses a variety of instructional strategies, such as inquiry, group discussion, lecture, independent study, experimental learning, guided practice, etc.
 - Provides learning experiences to best utilize instructional time.
 - Assessment of student progress through a variety of methods to evaluate learning objectives, expectations, and/or goals for the purpose of providing feedback to students, parents, and administration.
 - Evaluates students’ academic and social growth, utilizing appropriate data/records and prepares progress reports.
 - Establishes and maintains standards of student behavior needed to achieve a purposeful learning atmosphere in the classroom.
 - Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, fire drills, etc.) for the purpose of providing a safe and positive learning environment.
 - Communicates with parents through conferences and other means to discuss students’ progress and answer questions.
 - Creates an effective atmosphere for learning through a clean, safe, organized and age-appropriate classroom environment.
 - Works in partnership with Learning Support personnel to provide support and assistance to children identified to be in the Learning Support Program
 - Participates in in-service and professional development opportunities to maintain and enhance educational expertise.
 - Collaborates with peers to review/discuss curriculum development and alignment of curriculum divisionally and cross-divisionally.

- Skills and Qualifications:**
- A minimum of a Bachelor’s degree in Elementary Education or Early Childhood Education.
 - Master’s degree preferred.
 - 5 – 10 years teaching experience preferred.
 - Proven success working collaboratively with students, faculty, staff, parents, and community leaders.
 - Outstanding interpersonal skills.
 - Excellent oral and written communication skills.
 - Detail oriented and resourceful.
 - Strong work ethic and high level of integrity.

Physical requirements:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.