

New Heights

JOB TITLE:

Substitute Teacher Pool

REPORTS TO:

Chief Academic Officer/Campus Director

TO APPLY DIRECTLY WITH NEW HEIGHTS, PLEASE VISIT:

<https://fs20.formsite.com/yNVh1M/u7nq5ocd65/index>

SALARY: Day Classes-Periods 1-4: \$30/per class period; Night Classes-Periods 5 and 6: \$75

COMPANY:

Established in 2023, New Heights is an authorized public high school for people 18-50 that has been created to drive multigenerational transformation through lifelong learning and economic independence. Founded by the original experts in adult education in Texas, New Heights provides a new experience for Texans who want to re-engage in their educational journey now that a high school diploma (not a GED), career education, and access to college are more accessible.

The mission of New Heights is to rapidly increase opportunities for marginalized communities by connecting individuals with relevant and impactful high school education, career and technical training, college pathways, and jobs in an environment designed specifically to meet the responsibilities, challenges, and whole person needs of adult learners ages 18-50. New Heights is a collaborative and welcoming learning environment that respects a student's experiences, life circumstances, and goals, providing them an opportunity to develop their own pathway, co-create with peers and teachers, and become more prepared for a career or college.

POSITION SUMMARY:

The primary role of the Substitute Teacher is to manage the assigned classroom during a teacher's absence. The Teacher will employ a student-centered approach and approach instruction with creativity and innovation. Teaching strategies may include but are not limited to direct instruction, one-on-one instruction, small group learning, project-based learning and self-paced lessons. This position is responsible for taking attendance, welcoming students and delivering the planned instruction. When possible, teachers will incorporate relevancy, students' experiences, and career pathways into lessons. Considerable judgment, tact, patience, sensitivity, and flexibility are required to interact with students from varied socioeconomic backgrounds and learning styles. This position requires creativity and adaptive thinking to match teaching objectives, learning strategies, and instructional plans with students' abilities. This position will communicate with the Chief Academic Officer as needed to ensure alignment with campus needs and remains aligned with the New Heights Board, Superintendent, and District priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide instruction to students in the designated content area.
- Maintain a classroom climate and culture where students feel safe, free to take risks, accepted and included. Offer diverse learning opportunities that encourage student contributions and collaboration, and a growth mindset.
- Celebrate student success.
- Maintain open and consistent communication with students.
- Deliver effective academic instruction that is explicit, engaging, differentiated, and aligned for diverse student needs, including appropriate student accommodations, and blended learning experiences.
- Deliver clear, organized lessons, activities, interventions, and extensions, that are aligned to objectives and success criteria, as well as state standards. Demonstrate high academic expectations for all students.

New Heights

- Understand and apply effective strategies for intervention and differentiation in the classroom, including serving English language learners and students with individualized education plans (IEPs).
- Embed opportunities for student critical-thinking, communication, collaboration, and creativity, as well as use of technology and digital media, into all lesson and unit plans.
- Incorporate durable skills and career pathways into lessons.
- Implement a clear and consistent classroom management system while developing students' character and sense of community at New Heights.
- Approach all students with respect of the varying levels of educational attainment and the previous education experiences they have experienced.

OTHER DUTIES AND RESPONSIBILITIES:

- Foster a spirit of collegiality with all staff throughout New Heights.
- Promote positive and effective communication and collaboration.
- Comply with policies established by federal and state law, including, but not limited to, State Board of Education and New Heights Board policy.

SUPERVISORY RESPONSIBILITY:

This position does not hold any supervisory responsibilities.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- Associate's degree from an accredited college or university.
- Broad knowledge of the principles and practices of current educational trends.
- Working knowledge of computer programs and accessing Google Applications, Excel, Microsoft Word, and various internet browsers.
- Be self-motivated and adaptable while maintaining a positive learning environment for students.
- Strong sense of professionalism, administrative ability, systemic understanding of developing adult relationships, building trust while utilizing socioemotional approaches, and effective communication/interpersonal skills with adults seeking a return to the educational environment.
- Experience working with adults age 18-50 in urban, non-traditional, and/or adult education setting; Possess understanding of marginalization and how it impacts an individual and the community; Display respect for diversity of thought and have experience implementing thoughtful collaboration within a team and the New Heights community.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Master's Degree in Education, Adult Education or other related area of study.
- 1+ years of experience providing instruction to adults.
- Embrace using data to inform instructional planning and practice.
- Experience working with students in urban, non-traditional, and/or adult education setting.

COMPENSATION & SCHEDULE:

- Day Classes-Periods 1-4: \$30/per class period; Night Classes-Periods 5 and 6: \$75
- This is a 10-month position. State and Federal Holidays; School Breaks.

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NOTICE:

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

New Heights is a public school and post-offer background check and fingerprinting is required to ensure the applicant meets all eligibility requirements for the position.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Name

Date