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Job ID N13-1718: Substitute Teacher - SY 2017-18 Hiring Pool

Job Description

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Applications will be accepted
Wednesday, February 01, 2017 12:00 AM -
Saturday, June 30, 2018 11:59 PM
(Eastern Standard Time)

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Substitute Teacher (Daily, Building & Long-Term)*2017/18 School Year Hiring Pool*

Hartford Public Schools is committed to recruiting a diverse team of talented educators who are dedicated to developing each student's individual, academic, social, and emotional capacities and growth within the classroom and beyond. We are currently seeking highly qualified and high-performing teachers for current and future opportunities with the district. Qualified candidates with a passion for urban education, a commitment to our Hartford students, families and community, and who would like to be considered for current and future teaching opportunities within the district, are encouraged to apply.

Summary

In the absence of the regular classroom teacher, on a daily or long-term basis, the substitute teacher is responsible for the continuation of all learning activities in the classroom. As such, they are expected to be knowledgeable about instruction and demonstrate facility in the basic skills of Reading, Writing, and Mathematics. They are expected to effectively communicate with students and establish a positive climate and maintain classroom discipline. This position reports to the School Principal or Administrator.

Responsibilities

- Demonstrates facility in the skills of reading, writing, and mathematics
- Effectively implements instructional plans left by the classroom teacher or building administrators and uses appropriate instructional techniques
- Effectively communicates with students
- Helps students develop positive self-concepts
- Establishes a positive learning environment
- Demonstrates effective classroom management techniques
- Communicates with the teacher they have replaced and/or the building administrator to ensure a seamless flow of learning
- Becomes familiar with fire drill procedures
- Keeps a dated list of pupil attendance
- Follows classroom procedures as outlined by the classroom teacher

Qualifications

- All substitute teachers are required to have at least a conferred bachelor's degree from an accredited college or university (**required**)
- Effective organization skills with regard to the utilization of time, space, materials, and equipment for instruction
- Demonstrated knowledge and skill in classroom management
- Evidence of ability to work cooperatively with administrators, teachers, and non-certified staff
- Effective written and oral communication
- Ability to be flexible in work assignments

Compensation

Candidates with a Bachelor's degree - rate of pay is \$117.06 per day

Candidates with appropriate Connecticut Teacher Certification - rate of pay is \$123.52 per day

Candidates working more than 35 consecutive days in a long-term assignment - rate of pay is \$261.74 per day

Union Affiliation

The Hartford Federation of Substitute Teachers

Application Procedure

To be considered for opportunities for the 2017/2018 school year, all internal and external applicants must:

- Fully complete and submit a Hartford Public Schools' online application;
- Upload requested documents, including a current cover letter, resume, and three letters of professional reference that were prepared within the last three years.

The screening process for highly qualified candidates is immediate and ongoing. Completed applicant profiles that have been successfully submitted will be reviewed and screened. Selected candidates will be placed into a hiring pool for the 2017/18 school year to be contacted directly for specific openings within the district.

Note: *This posting does not necessarily reflect vacancies in the respective subject area and is solely intended to generate a talent pool for future certified teaching opportunities.*

The above job description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all duties, or as a contract. In all cases, these relationships, functions, and their applications are subject to change by the superintendent of schools.

Hartford Public Schools is an equal employment opportunity and affirmative action employer.

Primary Location	School-Based
Salary Range	Per Year
Shift Type	Full-Time

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