



## A Classical Education for the Modern World

Washington Latin is a liberal arts, college preparatory school with a classical mission. We serve 700 students in grades 5-12 from across the District. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter. We strive to help our students to become thoughtful people who will contribute to the public good and continue a lifelong quest towards a fuller humanity.

**Job Title:** Substitute

**Responsible to:** Assistant Principal, Principal, and Head of School

**Job Purpose:** To manage the learning environment for students in the absence of the classroom teacher; and to understand and follow the mission of The Washington Latin Public Charter School.

**Job Description:** Substitutes are needed for grades 5-12, subjects vary. Substitutes are responsible for managing the classroom goals, expectations, and directives of the absent teacher for a given period or on a given day. The ideal candidate would be able to use effective classroom management techniques in order to establish quick and effective working relationships with students. Candidate must be eager to work with students of all abilities in a non-selective school.

### Duties Include:

- Prepare for the classes by pre-reading lesson plans and directions left by absent teacher;
- Manage and appreciate students assigned to one's classes that day;
- Fill out a reflection within 24 hours of substitute duty;
- Be informed about and practice the school's discipline policies and procedures;
- Read and carry out duties and school policies listed in the Faculty Handbook;
- Support and enforce the School's Anti-Bullying Policy;
- Hold oneself to the same standards to which one holds students.

### Qualifications Include:

- Bachelor's degree required.
- 1-3 years teaching experience is preferred but not required.

If you are interested, please fill out an initial application that can be found [here](#) or under the careers page of our [website](#).