



## Substitute Teacher Job Description

Bridges Academy is dedicated to understanding and educating gifted and highly gifted students with learning differences (twice-exceptional or 2e students) and fostering a successful academic and social experience for our students and the broader community. We do this through the work of two divisions: Bridges Academy (LA) and The Center for Twice-Exceptional Research and Professional Development (The 2e Center).

Bridges Academy (LA), a college preparatory school for Grades 4-12, empowers its students to thrive academically and socially through small classes and differentiated instruction, creating an environment in which gifts are recognized and developed and learning differences and disabilities are accepted. Many students come to Bridges defined by their challenges but graduate defined by their strengths and talents.

Bridges Academy LA seeks enthusiastic substitute teachers for gifted, neurodiverse students in grades 4-12.

Responsibilities include the following:

- Arrives to school and duties on time and demonstrates strong attendance and reliability on the job
- Communicates effectively and respectfully while maintaining a positive rapport with students, parents, and colleagues
- Creates a warm, nurturing classroom environment that allows all students to use their strengths
- Maintains safety and order in the classroom such that students feel protected and acknowledged
- Maintains a strong code of confidentiality regarding Bridges students, families, faculty, and proprietary information
- Guides the learning process toward the achievement of goals indicated in the lesson plans, assignments, and instructional materials
- Takes attendance and maintains protocols in accordance with school procedures
- Provides an end of the day report regarding the lesson's progress and student engagement to the classroom teacher
- Ensures that the students are never left unattended in a classroom or other school setting
- Performs other related duties as assigned
- Knows emergency evacuation routes for the assigned classrooms

Experience and Education

- Bachelor's degree (required)
- Experience in a school setting preferred: student teaching experience or classroom experience in the division(s) you are applying for (e.g. elementary and/or secondary)



A successful candidate will:

- Provide instruction to gifted, neurodiverse students by following instructional plans provided by teachers, presenting them using instructional techniques that meet the needs of 2e students
- Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of 2e students
- Supervises students in a variety of school-related settings and activities
- Follows required procedures and practices

#### Salary Information

The salary range for this part-time position is \$24-\$26/hour.

#### For Consideration

Please submit a cover letter, resume, and 3 references to [employment@bridges.edu](mailto:employment@bridges.edu)