

External Substitute Teacher

The External Substitute Teachers are responsible of covering classes during teachers absences, they should be able to direct groups from ECC, LS, MS and US, take attendance and follow all the instructions left by the report teacher.

Required Qualifications:

- Complete command of English/ bilingual preferred
- Bachelor's degree preferably related to Education.

Required Qualifications:

- Previous working experience in education.
- At least one year experience in a classroom or with children.
- Classroom management.
- Flexible hours and availability to be called without notice.

Responsibilities:

- Supervise class work
- Support students (in the possible way) to complete the class activities
- Report any discipline issue to the main office to the Dean of the Students.
- Prepare all materials and collect them (if needed)
- All external substitute teachers can cover any class of any school at ASF.
- The mandatory working schedule is: 7:30- 14:30
- As the external substitutes teachers help to cover teacher absences during planned absences such as: trainings, personal days and more importantly during illness they need to be aware that sometimes they will be contacted a prior night or the same day in the early morning an open therefore being flexible with availability is required.

Reports to and is evaluated by: External Substitutes Coordinator / HC & Academic Divisions
Shall be evaluated annually according to procedures established by school policy.

Application Procedure: Interested and qualified candidates must submit a (1) résumé, (2) cover letter that includes personal philosophy and (3) an employment application form from website: (<http://solutions.asf.edu.mx/application/>). Please submit all information electronically as a single PDF file.