



Job Title: Building Substitute (Kindergarten - 8th Grade)

Start Date: Immediately

Location: 300 Industrial Blvd NE, Minneapolis, MN

Northeast College Prep (NECP) is a diverse, Kindergarten – 8th-grade public charter school with approximately 355 students. Our mission is to ensure strong academic, social-emotional, and talent development in every member of our diverse student body, thereby positioning each student for college graduation, career success, and positive community impact.

Founded as a diverse school committed to both strong academics and social-emotional learning, our curious students learn about themselves and the world around them. All students take Art, Spanish, Arabic, Music, and Physical Education. Social-emotional learning lessons are explicitly taught and woven throughout the day and we partner with community organizations to develop each students' unique talents.

About the position:

For this position, we are seeking outstanding candidates who are interested in substitute teaching at our Kindergarten – 8th grade school. The Building Sub will report to Northeast College Prep every day from 7:15 – 3:45 p.m. On most days, they will substitute teach for a classroom teacher, a specialist teacher, or a paraprofessional. They may also substitute for office staff or kitchen staff who are absent. The Building Substitute position is ideal for someone who is flexible and willing to jump in and help out with anything to help the school. If there are no absences, the Building Substitute will follow a schedule as a general education Paraprofessional/Teaching Assistant, and / or support with another school-wide task (i.e. an office mailing, reshelving library books, putting together furniture, etc.).

This position is ideal for a licensed teacher who is looking to gain experience before taking on their own classroom or for a teacher who loves teaching and wants a schedule that allows them to have weekends and evenings free (this position does not require instructional planning after hours).

This position is a full-time position with benefits. Because the building substitute will be on campus everyday, they will be able to learn the school culture and get to know all of the staff and students. The following year, they will be able to apply for any open teaching position (i.e. classroom or specialist). This position will prepare candidates for a successful teaching career at Northeast College Prep.

We are a Responsive Classroom school that believes in restorative practices and teaching intrinsic motivation (i.e. we don't use extrinsic motivation like candy or

public behavior charts to motivate students) so that students do the right thing even if no one is watching.

NECP exists to ensure that all children have access to an education that will help them to maximize their options in life, thereby contributing to a more just society. Our students and their families speak 14 different primary languages. About 50% qualify for English Language Learning services and about 90% qualify for free or reduced lunch. Our goal is to create experiences for students to work and play with people who are the same and different than they are as a way to prepare them for an increasingly diverse world.

The ideal candidate will:

- Fully embrace our mission, vision, and core convictions.
- Have a demonstrated record of success as a teacher.
- Be seeking to truly be a part of a *team* working together to close the opportunity (achievement) gap; this means being coachable, being a learner, being flexible, always seeking to improve, and being comfortable giving, receiving, and implementing constructive feedback.
- Be interested in our key curricular and instructional programs: Responsive Classroom and ENVoY.
- Be committed to the academic growth of all students.

Key Responsibilities include but are not limited to:

- Show flexibility in being able to step in as a teacher with short notice and help out with a different teaching assignment or school-wide task as needed.
- Successfully manages a classroom of students.
- Create a classroom environment in which every child can succeed and which establishes high academic and behavior standards.
- Articulate the mission and vision of Northeast College Prep to students, parents, and the greater community.
- Differentiate instruction to meet the needs of all students.
- Teach all approved curricula.
- Implement and support the school-wide approach to classroom management and discipline (intrinsic motivation).
- Use assessment data (including standardized test data) to make instructional decisions.
- Prepare and maintain appropriate records and progress reports.
- Help to promote and maintain a professional environment.
- Exhibit positive rapport with students.
- Establish and maintain strong communication lines with all parents/guardians.

Required Qualifications:

- Be able to obtain a short-call substitute license (anyone with a four year degree can apply for a short-call substitute license through the MN Department of Education)

- Excellent verbal and written communication skills
- Ability to work with diverse student and adult populations

Preferred Qualifications:

- Experience working with English language learners
- Experience teaching elementary and middle school students in an urban school
- Fluency (ideally) or proficiency in Spanish, Arabic, Somali or Oromo

Compensation: A competitive salary and full benefits will be offered.

Application Process: To apply, please fill out our online application located at www.bit.ly/NECPApplication. If applicable, college transcripts may be requested later in the hiring process. Applications will be reviewed on an ongoing basis until the position is filled.

Northeast College Prep is an equal opportunity employer and an organization that values diversity, equity, and inclusion. People from all diverse backgrounds are strongly encouraged to apply. If you have questions or concerns, reach out to Erika Sass at [hiring@northeastcollegeprep.org](mailto: hiring@northeastcollegeprep.org).