



**Heathwood Hall**  
THE EPISCOPAL SCHOOL FOR ALL

**WHERE FUTURES BEGIN**

## **SUBSTITUTE TEACHER**

**We're looking for qualified candidates to fill substitute teacher positions for all age groups. Those who work with our youngest Highlanders are required to be DSS certified.**

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success, and that contribution should not be limited by the employee's assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the school's endeavors.

Heathwood Hall Episcopal School is looking for caring, compassionate substitute teachers who have experience caring for children ages 2 years through high school. We are committed to providing top quality care for Heathwood Hall students. If you are a patient, caring professional who also loves children, and loves teaching, please see the below for further information.

### **General Description**

- All substitute teachers are employed on an as-needed basis.
- Substitute teachers possess a positive attitude as well as excellent verbal and written communication skills.
- Substitute teachers must be committed to assisting in teaching children in the absence of the regular classroom teachers.

### **Responsibilities** (this list is not inclusive of all tasks)

- Assist in presenting lesson plans and activities following provided curriculum. Maintaining a safe classroom environment
- Follow a cleaning routine throughout the day that keeps all of the interactive areas sanitary and safe
- Monitor children during outdoor activities and interact with the children to enhance their learning

### **Minimum Requirements**

#### **Substitute Teacher Applicants must:**

- Possess a high school diploma, and be 21 years or older.
- Submit an acceptable 5TU-PPD-Tuberculin skin test documented on a DHEC 1420 Form.
- Pass a complete background check conducted by Heathwood Hall Episcopal School.
- Must be able to lift at least 25 pounds
- Love working with children
- Full time and part time substitute opportunities available

Qualified candidates must submit a letter of interest, resume, and list of at least 3 references to Shannon Payne, Human Resources Officer.

Heathwood Hall Episcopal School  
3000 South Beltline Boulevard  
Columbia, SC 29201  
FAX 803-748-4755  
Email: [spayne@heathwood.org](mailto:spayne@heathwood.org)

#### **No phone calls please.**

Review of resumes will begin immediately and will continue until the position is filled. Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer. Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law. This position will require a background and reference check.