

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Substitute Teacher – Lower School (Main and/or Harbour View Campuses)
DIVISION: Lower School
REPORTS TO: Head of Lower School – Main or Harbour View Campuses

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving Pre-Kindergarten (including 2 year olds) through grade 12. Founded in 1966, the school has a current enrollment of approximately 900 students and 185 employees located on our 100 acre Main campus or our three acre Harbour View campus, both in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Southern Association of Colleges and Schools and the Virginia Association of Independent Schools.

Job Summary:

We are currently seeking substitute teaching candidates for Pre-K through 5th grade who possess the following education, experience, capabilities and qualities:

Essential Functions:

- Provide a safe and nurturing classroom environment conducive to learning.
- Follow the plan of the teacher to deliver instructional activities that facilitate active learning experiences.
- Exhibit excellent classroom management skills essential for guided discovery and teacher directed activities.
- Utilize technology to facilitate instruction and enhance learning.
- Perform additional duties as assigned by the Head of Lower School at our Main or Harbour View campus.

Required Education/Background:

- Completion of some college level coursework; Associate's or Bachelor's degree, in Elementary Education or related field, is preferred.
- Proficient with basic technology skills. Proficiency with G Suite for Education Apps, Smartboards and digital projectors preferred.

Required Skills:

- Takes initiative and is self-motivated and creative.
- Represents the school positively in the community.
- Is flexible, patient, and compassionate.
- Understands the critical nature of building positive working relationships with students, parents and community.
- Works collaboratively, not only with teachers in Lower School, but also school-wide.
- Working familiarity with technology.
- Excellent organizational skills and communication skills, both verbal and written.

Qualified candidates shall submit a letter of interest, resume and completed NSA application (application form posted online) to Amy Morrell, Executive Administrator, Office of the Head of School, at amorrell@nsacademy.org for further consideration.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.