

Substitute Teacher/Teacher Aide



Department: Children's School at Stephens College

Type: Staff, Part-Time

\$11.25 an hour

Function:

When a teacher is absent or we are needing extra support at the school, the substitute teacher/teacher aide will follow lesson plans and help in daily tasks. He or she will also have responsibilities in supervising children during lunch and recess. This position is in both a preschool and elementary setting.

Responsibilities:

- Prepare student material described by the teacher.
- Assist in classroom organization.
- Implement classroom and school policies, rules, and/or regulations.
- Supervision for non-classroom settings such as lunchroom/playground supervision.
- Perform other duties as necessary to support the mission and vision of The Children's School at Stephens College.

Education/Skill Requirements:

Minimum:

- High school diploma
- Prior experience in a school setting and/or working with young people.
- Flexibility in doing many kinds of activities.
- Positive human relations skills.

Preferred:

- Missouri substitute teaching certificate.
- Ideal candidate will have a professional and friendly demeanor and can work well with a variety of individuals in a fast-paced environment.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

To Apply: Submit an online [Stephens College application](#) with cover letter, resume and references.

The successful candidate must pass a criminal background check.

Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.

About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women's competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.

[Smoke Free Campus](#)