

CIS SUBSTITUTE TEACHER - FRAMING the ROLE

Particulars

- This position is for the entire school

The CIS Mission

Our mission is to Connect / Inspire / Serve (CIS). We are a positive community with passionate learners.

The CIS Community Principles

- **Kindness** - We value kindness. Our kindness is illustrated in all of our interactions: with our own children, with others' children, with families, with staff, and with administrators. How we communicate with each other is emblematic of our collective kind and caring spirit.
- **Partnership** - We are strongest when we work together, when we share ideas and resources, and when we partner with the greater Cayman community. A spirit of collaboration not only makes our community stronger, but it also makes students learning richer by connecting stakeholders in exciting and innovative ways.
- **Sustainability** - We take into consideration long-term impacts when making decisions. This applies to decisions about programming as well as to our personal and collective behavior. We live on an island with limited resources, and our environmental stewardship is essential in keeping it viable and healthy for generations to come.
- **Good Intent** - We assume good intent. We trust that members of our community have what is best for one another at heart. We engage diverse perspectives with empathy and open-mindedness. We aim to be our best selves in all that we do.

The CIS Learning Principles

- **Language of Learning** - We understand that to make learning happen effectively and collectively we need a shared language that describes what learning is and how we do it.
- **Ownership of Learning** - We understand that we are all able to learn and ultimately responsible for our own learning.
- **Nature of Learning** - We understand that learning is emotional as well as cognitive and is both an individual and social experience.
- **Contexts of Learning** - We understand that learning transfer happens best in rich, relevant contexts.

Title / Role

- Substitute Teacher

Role Requirements

The successful candidate is required to have the following:

- Bachelor's degree in education (Master's preferred) from an accredited university
- Valid teaching certificate/license from a country whose program is recognized by the Caymanian Government
- Minimum of two years of relevant successful teaching experience in an accredited school or school system with a US-based or International Baccalaureate Programme
- Proven track record of excellence at current and previous places of service
- Specific experience and training with the following;
 - Experience with educational programming or school with a US-based curricular focus
 - Prior experience with Inquiry-Based or similar progressive pedagogy
 - Prior experience with Standards-Based assessment practices

- Prior experience in Project-Based Learning
- Prior experience with Positive Discipline or similar classroom meeting approach to social-emotional learning

Desired Attributes

- Flexible, Adaptable, and Open-Minded
- Approachable, Listener, and a Sense of Humor
- Dedicated and Energetic
- Display a generosity of spirit and commitment to personal, professional and organizational growth
- Effective communicator
- Contributor to afterschool programming
- Embodies CIS Community Principles

Reports to

- Assistant Principal/Program Coordinator

Overview

The Substitute Teacher is responsible for supporting student learning and maintaining a positive, structured classroom environment in the absence of the regular teacher. Guided by the school's principles and values, substitute teachers ensure continuity of instruction by following lesson plans, adapting to the needs of the class, and fostering respect and engagement among students. Flexibility, adaptability, and strong classroom management are essential, as substitute teachers may work across different grade levels and subject areas. Collaborating with staff and upholding the school's educational philosophy, the substitute teacher plays a vital role in sustaining the integrity of the learning program.

Sample of Duties and Responsibilities

- Effectively deliver lessons and activities as outlined in the teacher's plans, ensuring continuity of learning.
- Maintain a safe, respectful, and positive classroom environment that supports student engagement and learning.
- Manage classroom behavior in line with the school's Student Code of Conduct and expectations.
- Provide feedback on student progress, behavior, and any concerns to the regular classroom teacher and/or administration.
- Adapt teaching strategies as needed to meet the varying needs of students, with sensitivity to inclusivity and diversity.
- Collaborate with Learning Support staff when applicable to ensure students receive necessary assistance.
- Supervise students during class time, transitions, breaks, and other assigned duties; if lesson plans are not available, be prepared to implement instructional activities aligned with the school's curriculum.
- Support the social and emotional well-being of students by fostering a caring, respectful, and supportive classroom climate.
- Ensure health and safety policies and procedures are followed at all times.
- Communicate professionally with students, staff, and parents as appropriate, maintaining confidentiality.
- Carry out responsibilities with professionalism, integrity, and flexibility while upholding school policies.

Other Responsibilities

- All teachers at CIS are also expected to contribute to the holistic life of the school through their involvement in our Activity Programme and participation in our thriving school community.
- All teachers are expected to be a Homeroom / Advisory teacher should that be required by the school
- Participate in duty rotation as needed

- Serve on a variety of working committees related to curriculum, policy, student issues, etc. on an as needed basis
- Often works in a capacity beyond the above job description

Equity and Inclusion

It is CIS policy that decisions about staff assignments, promotion, demotion, and selection for training shall be taken without regard to race, color, ethnicity, gender, disability or sexual orientation.

Evaluation / Reflection / Professional Growth

Performance will be evaluated within the framework of our appraisal and professional development protocol

Compensation and Work Year

- Compensation as per contract in relation to CIS Remuneration Scale
- Work year as per the school calendar
- As with most all roles in education, be ready to serve above and beyond the call of duty
- There are also opportunities on campus related to coaching, after school teaching, facilitating camps, and serving in leadership capacities such as grade level leader/ vertical team leader. These opportunities usually involve some remuneration and must be within the regulations established by the Cayman Islands Government.

Our Culture

Our team recognizes that school years for children of all ages are periods of tremendous growth, curiosity and transition in the lives of students and parents. Through good teaching practice and modeling we facilitate the students' intellectual, social, emotional and physical growth through school and beyond. Indeed, students' wellbeing is at the center of our teaching practice and as such, teachers must be committed to working collegially, collaboratively, energetically and enthusiastically to enhance the learning environment for students, staff and community. Our school and its community value staff who demonstrate excellence, collaborate, communicate in an effective and timely fashion, have a sense of humor, are flexible, demonstrate cultural awareness, celebrate diversity, appreciate and engage in Caymanian culture, accommodate different learning styles and sponsor after school activities.

NB: Cayman citizens, status holders and residents are encouraged to apply.