



Substitute Teacher Job Description Part-time as Needed

Friends School Mullica Hill, Mullica Hill, NJ

Position Summary

The Substitute Teacher provides a warm, inclusive, and academically engaging classroom that reflects the values of Quakers. The teacher follows developmentally appropriate lesson plans, fosters curiosity and independence, and supports the social-emotional growth of each student. This position includes integrating Quaker testimonies, such as simplicity, peace, integrity, community, equality, and stewardship, into classroom routines and curriculum.

Key Responsibilities

Performs all the duties for the absent teacher:

- Meets and instructs assigned classes in the locations and at the times designated.
- Teaches lesson plans as outlined by the absent teacher.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records pertaining to students.
- Maintains as fully as possible the established routines and procedures of the classroom to which assigned.

Qualifications

- Bachelor's degree in education or related field.
- Experience teaching and/or working with Pre-Kindergarten, Elementary or Middle School students.
- Understanding of or willingness to learn about Quaker beliefs and educational practices.
- Strong communication, collaboration, and classroom management skills.
- Commitment to diversity, equity, inclusion, and belonging within a Quaker framework.

We seek an educator committed to lending support within our nurturing Quaker community environment. The person who fills this position should have a passion for teaching students of diverse backgrounds and learning profiles. The substitute teacher is expected to help fulfill the school's mission in providing an outstanding education guided by Quaker principles.

To apply for this position, please send your resume/CV, letter of interest, and three references to careers@friendsmh.org.

August 2026