

## Substitute Teacher

### ACE Leadership High School

ACE Leadership High School is an Albuquerque public charter school that connects a renewed vision of learning with New Mexico industry. ACE Leadership High School is where education meets the real world. Our team approaches high school differently. We invest in every aspect of our students' lives to prepare them with the tools, support, and connections they need to thrive. We focus on practical projects instead of tests and partner with leaders in New Mexico's ACE industries to get everyone learning on their feet rather than cramped behind a desk. We all know the world of work is changing, and education should too. That's why we're building a better future together.

#### Position Description:

Substitute Teachers provide instructional coverage when classroom teachers are absent. Substitute Teachers are responsible for maintaining a productive and orderly classroom environment and implementing lesson plans and assignments as provided by the regular classroom teacher.

Substitute Teachers are expected to uphold the mission, policies, and professional standards of ACE Leadership High School while ensuring continuity of learning during teacher absences.

Substitute Teachers are primarily responsible for carrying out the mission of the school based on the following duties:

- Follow and implement lesson plans and instructional materials provided by the classroom teacher.
- Maintain a safe, respectful, and productive classroom environment.
- Supervise students in classrooms, project spaces, and other assigned areas.
- Manage classroom behavior in accordance with school policies and expectations.
- Take attendance and complete required documentation for the day.
- Communicate relevant information regarding the day's activities or student concerns to the regular classroom teacher and/or administration.
- Supervise students during passing periods, lunch, or other assigned duties as needed.
- Ensure proper use and care of classroom materials and equipment.
- Follow school procedures regarding safety, emergencies, and student supervision.

- Complete other duties as assigned by school administration.

#### Required Qualifications

- Valid New Mexico Substitute Teaching License or ability to obtain one prior to assignment
- Strong classroom management skills
- Ability to follow written lesson plans and instructions
- Strong organizational and communication skills
- Ability to pass a background check

#### Preferred Qualifications

- Experience working with high school students
- Experience in classroom instruction or youth supervision
- Familiarity with project-based learning environments

#### Job Type:

On-call, as needed

Full-day and half-day assignments available

Compensation: \$140 for full day.

Selected substitutes will participate in an orientation and training session prior to their first assignment to review school procedures, expectations, and safety protocols.

#### How to Apply:

For consideration, applicant must submit the

following materials directly to Casey Mason, Executive Director, at [casey@aceleadership.org](mailto:casey@aceleadership.org):

- Resume
- Copy of current substitute license (or documentation of eligibility to obtain one)
- List of at least 2 professional references
- Must be able to pass a background check.

All applicants will be screened based on qualifications and relevant experience. Qualified applicants will be contacted as substitute opportunities arise.

At ACE Leadership HS, we do not just accept differences — we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. ACE Leadership is proud to be an equal opportunity workplace and is an affirmative action employer.