



Substitute Teacher Job Description

The Opportunity:

Global Village Project is currently seeking highly motivated and enthusiastic individuals to work as **Substitute Teachers** for the 2026-2027 school year. Substitute Teachers will assume the duties and responsibilities of the regular classroom teacher, with a primary focus on maintenance of good classroom management and the presentation of a predetermined instructional plan.

Responsibilities:

- Manages classroom and provides instruction according to plans as prepared by the classroom teacher
- Demonstrates prompt and regular attendance
- Utilizes appropriate procedures for student safety and welfare
- Uses appropriate behavior management strategies
- Performs other duties as assigned by school administrator

Required Qualifications:

- Experience managing youth and adolescents
- 2+ years of experience in a K-12 educational setting
- Proficiency working with multilingual, multicultural communities, especially adolescent girls
- A personal commitment to the principles of diversity, equity, and inclusion

Preferred Qualifications:

- Passion for, and commitment to, GVP's mission, vision and values
- Experience teaching or working with ESOL populations
- Excellent written, oral and interpersonal communication skills
- Understanding of restorative justice principles and/or alternatives to punishment-based discipline
- Passion for empowering and educating refugee young women who face structural barriers to their education.

Job Type: Part-time, exempt

Pay:

GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, social justice, and service. Pay includes:

- Per class: \$35
- Half day (4 classes or more): \$100
- Full day: \$200
- This position is not eligible for benefits
- Substitute Teachers are paid by physical check sent in the mail

Reports To: People and HR Manager

Training Requirements:

All selected applicants will be required to attend an orientation. Employment paperwork is provided at that time. All chosen applicants are required to pass a criminal background check as required by state law. After attending orientation, selected applicants must register to be fingerprinted at a Cogent location, which will be provided in employment paperwork. Global Village Project will pay for the fingerprinting fees.

About Global Village Project:

As the only school in the U.S. for refugee girls, Global Village Project removes the barriers to refugee girls' learning and amplifies their voices as creative young leaders. GVP's full day academic program serves 40-50 refugee young women from Clarkston, Georgia, and students pay no tuition. A model for innovative, equitable refugee education, GVP builds on our students' existing strengths to support them in becoming highly successful students and empowered citizens.

GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, or sexual orientation. We are committed to fostering a culture of inclusion and encourage individuals with diverse backgrounds and experiences to apply. We especially encourage applications from women, people of color, and those with refugee and immigrant backgrounds who are excited about contributing to our mission.

For consideration, send a resume and letter of interest to: hiring@globalvillageproject.org