



SAN ANTONIO ACADEMY OF TEXAS

Position Title: Substitute Teacher

Job Description:

The Substitute Teacher is responsible for operating the classroom in the absence of the regular teacher.

- Maintains discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school policies
- Implements the regular teacher's lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate
- Complies with and supports school regulations and policies
- Performs other related duties as assigned

Special Knowledge/Skills

- Associates Degree required, Bachelor's Degree preferred
- Some teaching experience required
- Excellent verbal and written communication skills

How to Apply:

Qualified candidates may submit a letter of interest, resume, and contact information for three professional references to:

Charlotte Turlington, Primary School Director at cturlington@sa-academy.org **AND**

Paige Matlock, Administrative Assistant at pmatlock@sa-academy.org

Review of applications will continue until a selection is made. The Academy is firmly committed to treating applicants for employment according to their experience, talent, and qualifications for the job, without regard to race, religion, color, national origin, sex, sexual orientation, age, or disability (if otherwise qualified to do the job). Our policy in this regard covers all employment decisions, including recruitment, hiring, placement, promotions, transfers, layoffs or terminations, rates of pay, employee benefits, and selection for training.

San Antonio Academy of Texas offers an exceptional education intentionally crafted for boys, ages pre-kindergarten through 8th grade. www.sa-academy.org

**SAN ANTONIO ACADEMY OF TEXAS
APPLICATION FOR STAFF EMPLOYMENT**

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classification.

Name _____ Date _____

Address _____

Street City State Zip

Telephone Number _____ Are you over 18 years old? ☐ Yes ☐ No

Are you authorized to work in the U.S. on an unrestricted basis? ☐ Yes ☐ No

How did you learn of this opening? _____

Have you worked here before? ☐ Yes ☐ No

Have you been told the essential functions of the job or have you been shown a copy of the
job description listing the essential functions of the job? ☐ Yes ☐ No

Can you perform these essential functions with or without reasonable accommodation? ☐ Yes ☐ No

Are there any hours, shifts or days you cannot or will not work? _____

Shift Preferred _____ Part-time _____ Full-time _____

Are you willing to work overtime as required? ☐ Yes ☐ No

Have you ever been convicted of a misdemeanor or felony? (Conviction will not necessarily disqualify
an applicant for employment.) ☐ Yes ☐ No

If yes, describe conditions: _____

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with San Antonio Academy of Texas?

POSITIONS

APPLIED FOR 1. _____ 2. _____

Wage or salary desired? \$ _____ When can you start? _____

WORK HISTORY May we contact your present employer? ☐ Yes ☐ No

Most Recent Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand, that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize San Antonio Academy of Texas to make an investigation of any of the facts set forth in this application and release San Antonio Academy of Texas from any liability. I understand that employment at San Antonio Academy of Texas is "at-will," which means that either San Antonio Academy of Texas or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of San Antonio Academy of Texas, other than the Head of School or the Chief Financial Officer in a signed writing has any authority to alter the foregoing.

Date____Applicant's Signature _