



# San Antonio Academy of Texas

## **Substitute Teacher San Antonio Academy of Texas**

**Date of Posting:** January 3, 2022

**Description and Key Duties:** 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

### **Job Requirements:**

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

### **How to Apply:**

Qualified candidates may submit resume and application (below) to:  
Charlotte Turlington, Primary School Director

[cturlington@sa-academy.org](mailto:cturlington@sa-academy.org)

Or

Julie Smith, Operations Administrator

[jsmith@sa-academy.org](mailto:jsmith@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?

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<b>POSITIONS APPLIED FOR</b> 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 \_