



LONG-TERM SUBSTITUTE TEACHER

Mixed Grade Classroom (3rd/4th)

Position Description Summary

Title: Long-Term Substitute Teacher - Mixed-Grade 3rd and 4th Grade Classroom

Supervisor: Assistant Head of School

Date Revised: Nov 2025

FSLA Classification: Exempt

Schedule: Full-Time, March 2 - June 11, 2025 (\$200/day x 68 days)

About Us

Friends School of Minnesota (FSMN) is an independent, K-8, progressive Quaker school in Saint Paul, Minnesota, with 124 students. Our mission is to prepare children to embrace life, learning, and community with hope, skill, understanding and creativity. We are committed to the Quaker values of peace, justice, simplicity and integrity.

FSMN welcomes applications from all interested applicants who share our core values, including the Equity and Inclusion vision of our Strategic Plan: "We envision a school community that embodies strength in diversity through the sharing of rich cultural and socioeconomic backgrounds and experiences, and the celebration of varied personal expressions and identities, while recognizing the challenges posed by societal structures of oppression. We envision a student body that is able to work towards and is committed to social justice and equitable change making in the world. We commit to the long-term, collective work of examining school culture, practices, and policies, changing conditions to promote equity, defining diversity and inclusion needs within our school community, and approaching this work with humility and urgency."

Position Overview

Teachers are expected to be committed to the Quaker and progressive education values that are at the heart of FSMN. Grounded in the pedagogy of educational theorist, John Dewey, our approach to education translates into an experience and inquiry based curriculum that responds to the needs of the whole child. Teachers assist in creating a learning environment that embodies social justice and ideals of a democratic community, and bringing the FSMN mission to life in the day-to-day instructional interactions with students.

This position is covering a long-term leave and is designed with a potential three week overlap with the lead teacher. This position will end with four days of summer room prep and end of year reporting after the last day of school.

This is a great opportunity for anyone interested in future teaching opportunities at FSMN.

Essential Functions and Responsibilities

- Design and implement age-appropriate lessons.
- Organize students for effective instruction.
- Evaluate student learning.
- Maintain appropriate communication with parents.
- Provide one-on-one or small group instructional support.
- Maintain academic records and prepare instructional materials.
- Maintain a class culture of respect and cooperation.
- Maintain adequate classroom behavior.
- Support all students regardless of skill level.
- Model communication and social skills embedded in FSMN's conflict resolution process.
- Manage and organize field trips (including one overnight).
- Perform a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, consultation activities
- Attend FSMN special events as required.
- Comply with and support school regulations and policies.
- Select and requisition appropriate educational supplies, materials, books, equipment, and learning aids.
- Perform other duties as assigned by the Head of School or Assistant Head of School.

Minimum Qualifications

- Candidates from diverse backgrounds and/or who have experience in cultural competency work are strongly encouraged to apply.
- Bachelor's degree or post-graduate work in education and/or counseling.
- Excellent verbal and written cross-cultural communication skills.
- Demonstrated leadership and facilitation skills.
- Deep understanding of and commitment to progressive education and Quaker values.
- Understanding and appreciation of the cognitive, social and emotional developmental stages and needs of K-8 grade students.
- Experience with and commitment to collaborating with colleagues.

Preferred Qualifications

- Teaching experience at the lower school level and a love of working with this age group.
- Advanced degree in education.
- Teaching license.
- Experience teaching in a mixed-age, mixed-ability, diverse classroom setting.

How to Apply

- Please send a resume, and a cover letter, teaching philosophy statement, and current contact information for 3 professional references to joem@fsmn.org by Dec 31, 2025.
- Interviews will be conducted in early January, with a hiring decision by mid to late January.

Work Environment

- Work in a fast-paced environment with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- Work in a traditional, climate-controlled school/classroom environment.
- Work in outside weather conditions, including extreme heat and cold.
- Supervise students on field trips and overnight trips.

Disclaimer

The information contained here is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.