

Columbia Independent School

1801 North Stadium Boulevard, Columbia, MO 65202
tel (573) 777-9250 | fax (573) 777-9251 | www.cislions.org
A College Preparatory School



Position: Long-Term Kindergarten Teacher Substitute
Reports to: Lower School Director

About CIS

CIS is a college preparatory independent school with a rich history of whole-child education and a global perspective. The focus of the curriculum is to provide an individualized educational experience for each student and to foster the pursuit of excellence and joy in learning and living. Class sizes are intentionally small to facilitate high quality teaching and mentorship.

Job Summary

The Kindergarten Long-Term Substitute Teacher is responsible for providing consistent, high-quality instruction and classroom leadership during the regular teacher's leave. This individual will maintain a safe, nurturing, and engaging classroom environment while implementing lesson plans, supporting student growth, and collaborating with staff and families. Specifically, this person teaches reading, writing, mathematics, and social studies with a global perspective. Additionally, classroom teachers support the social, emotional and character development of each student in his/her class.

Essential Duties and Responsibilities

- The long-term substitute teacher will be responsible for implementing lesson plans, creating and grading formative and summative assessments, managing classroom behavior, and fostering a positive learning environment. They will work closely with other teachers and school staff to ensure that educational standards are met and that students remain engaged and motivated.
- To ensure continuity, long-term substitutes are expected to maintain the structure and routines established by the regular classroom teacher. They should strive to deliver instruction in a consistent manner, adhering to the planned curriculum and learning goals.
- Long-term substitutes are expected to familiarize themselves with the curriculum, education standards, and student objectives by studying textbooks, online resources, and any provided materials.
- Long-term substitutes are required to attend faculty meetings before/after school
- Long-term substitutes are responsible for parent and student communication, including any planned conferences, as well as progress reports at the end of the quarter
- Create opportunities for students to understand themselves and others as both individuals and members of a larger community
- Collaborate with grade level partner to establish continuity with the curriculum and primary grade level experiences
- Work with students on an individual basis outside of regularly scheduled class times (as needed)

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- Provide regular, weekly feedback (written and verbal) to students and parents

Qualifications

- Bachelor's degree
- Minimum of 2-5 years teaching experience is preferred
- Demonstrated passion for working with children and an understanding of the developmental needs of the age group
- Highly skilled teacher with effective pedagogical and classroom management techniques; include any experience with Responsive Classroom
- Include any experience teaching Eureka² Mathematics and Foundations Program
- Effective written and oral communicator
- Commitment to the success of every student
- Commitment to providing an equitable, inclusive learning and work environment
- Proven collaborator and team member
- Innovative and optimistic thinker
- Life-long learner with a growth mindset

Terms of Employment

- This is a temporary long-term substitute position covering a teacher's leave (roughly scheduled for August 13, 2026 - October 16, 2026)
- The amount of work expected on an annualized basis does not qualify a long-term substitute for any of the standard benefits offered by the school, or for any additional paid time-off. If you are sick and are unable to teach, you must follow the standard procedures as covered in the handbook.

Interested candidates should submit a Letter of Interest, three references, and a Resume/CV via email to resumes@cislions.org.