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: 3rd Grade Long Term 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

As a member of the Lower School Division, classroom teachers are responsible for teaching students in their specified grade level. Specifically, the classroom teacher teaches reading, writing, mathematics, and social studies with a global perspective focus on one continent. Additionally, classroom teachers support the social, emotional and character development of each student in his/her class.

Essential Duties and Responsibilities

- Teach our lower school curriculum to students in grade 3
- Update and create curriculum in conjunction with grade level partner and lower school division goals
- 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
- Collaborate with the Specialist Teachers (science, technology, media center, art, music, world languages, and physical education) in order to establish meaningful connections for learning
- Work with students on an individual basis outside of regularly scheduled class times (as needed)
- Provide regular, weekly feedback (written and verbal) to students and parents
- Prepare progress reports and conduct conferences for students and parents for quarter 3 and 4
- Attend faculty, divisional, and in-service meetings as scheduled
- Support the mission of the school through teaching, advising, and participating as a member of the faculty

Additional Duties and Responsibilities

- Supervise before school, recess, lunch, and dismissal activities
- Provide support for and chaperone lower school functions (socials, dances, etc.)
- Attend school related functions, when appropriate, in support of students
- Attend professional development opportunities
- Model life-long learning through personal and professional growth

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

- Serve as an ambassador for the school at Open Houses and other admissions or public relations activities

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 Eureka Mathematics and Fundations 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

Dates: January 4, 2027- May 27, 2027

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