



**UTOPIAN**  
ACADEMY FOR THE ARTS

**TALENT & RECRUITMENT DEPARTMENT**

[www.utopianacademyfortharts.com](http://www.utopianacademyfortharts.com)

[talent@utopianacademy.com](mailto:talent@utopianacademy.com)

**JOB TITLE: Substitute Teacher (2023-24 SY)**

**About Utopian Academy for the Arts School**

Utopian Academy for the Arts is an independent public charter school network serving elementary, middle, and high school children and families throughout Clayton County, GA. The Utopian Academy for the Arts Elementary School was approved by the Clayton County Public Schools System and operates as a locally approved charter school. The rationale for the enrollment plan for Utopian Academy for the Arts was to provide a significant educational benefit of having gender-based classroom environments, and classes in the fine, dramatic, and media arts for students in Clayton County, GA.

**The Role**

Our greatest instructional strategy is our human capital. More than any other variable in education--more than curriculum or supplies—our faculty and staff matter. Effective teachers who are continually learning and setting high expectations are the key to student academic achievement and success. At Utopian Academy for the Arts School, we believe that students will rise to meet the high expectations set by our team of educators.

**Job Overview**

Utopian Academy for the Arts is searching for talented classroom educators to step into Substitute Teacher roles for the current 2023-2024 school year. This is a great opportunity to join a vibrant, growing organization that is dedicated to transforming the arts for its students! Utopian Academy for Arts seeks to invite educators (certified, retired, and non-certified) to apply for our substitute teacher positions!

These positions would be a perfect fit for experienced teachers who wish to teach, coach and mentor students and to create strong relationships with students and faculty, while simultaneously focusing on their growth in an organization which has a large emphasis on arts integration.

**Key Role Responsibilities**

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students

- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Adapt teaching methods to fit the needs of each individual student
- Supervise students in the classroom
- Provide in-class and at-home assignments based on the available lesson plan
- For long-term substitutes: develop lesson plans and assignments consistent with the regular teacher's past lesson plans

### **Qualifications**

- Bachelor's degree or higher, preferably in education  
(Minimum: 60 Hours college of college coursework or Associate's Degree)
- Strong English verbal and written communication skills
- Excellent interpersonal skills
- Ability to lead and instruct students of all ages
- General knowledge of several subjects
- Ability to adapt plans to specific classrooms
- Flexibility and critical-thinking skills
- Patience
- Perform other duties, as deemed appropriate, by the Principal

### **HOW TO APPLY:**

Application and materials should be submitted electronically to [talent@utopianacademy.com](mailto:talent@utopianacademy.com)  
 “Substitute Teacher” should be labeled in the Subject Line of your message. Applications will be reviewed on a rolling basis.

- **Completed Application** for Employment including:
  - Cover letter / letter of interest defining your strengths in your subject matter, including your experience with supporting a charter school, or arts integrated school. Please cite specific and measurable examples from your practice that make you a fit for our Substitute Teacher position
  - Resume
  - Valid Copy of your Substitute certificate

Work Remotely

- No

Job Type: Part-time

Schedule:

- Monday to Friday

Education:

- Associate (Preferred)

Experience:

- Teaching: 1 year (Preferred)

License/Certification:

- Teaching Certification (Preferred)

Work Location: In person

