



Reserve Teacher

Job Description

Reports To:	Building Principal
FLSA Status:	Exempt
School Classification:	Certified Staff
Starting Pay Range:	\$44,683-\$80,456
Location:	Onsite, may travel to other locations
Position Summary:	<p>The Reserve Teacher is a full-time role designed for individuals who aspire to become licensed classroom teachers and are seeking a structured, supportive pathway into teaching. This position provides a home-base placement within one of three Hiawatha Academies campuses, allowing the reserve teacher to build strong relationships with students, staff, and families. In addition, the Reserve Teacher may also be called to support other campuses depending on daily need. The Reserve Teacher will be coached and developed in instructional skills and the school's academic program and culture.</p>

Reserve Teachers are expected to serve in this role for up to three years, gaining experience, confidence, and readiness. Hiawatha Academies intention is that Reserve Teachers will be developed, willing and able to eventually transition into an open, full-time classroom teaching position at Hiawatha Academies.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

General Duties

Instructional Support & Classroom Coverage

- Serve as the primary substitute teacher for assigned campus needs, including planned and unplanned absences across grade levels and content areas.
- Deliver lesson plans aligned to teacher direction, curriculum materials, and Hiawatha Academies' instructional expectations.

- Maintain continuity of learning by reinforcing campus and classroom routines, expectations, and academic standards.
- Support small-group instruction, interventions, or enrichment as assigned when not covering a classroom.

Student Culture & Classroom Management

- Establish and maintain a safe, respectful, and inclusive learning environment.
- Implement school-wide behavior systems and classroom management practices with consistency.
- Build positive relationships with students grounded in high expectations and care.
- Support students' social-emotional development in alignment with Hiawatha Academies' values.

Professional Growth & Development

- Engage in ongoing coaching, feedback, and professional development opportunities.
- Observe effective teaching practices across grade levels and content areas.
- Reflect on practice and demonstrate growth in instructional delivery, classroom management, and professionalism.
- Participate in relevant staff meetings, professional development days, and school events when scheduled.

School & Team Collaboration

- Collaborate with teachers, support staff, and school leaders to meet student needs.
- Communicate clearly and professionally with campus staff regarding student progress and classroom needs.
- Uphold confidentiality and professionalism in all interactions.
- Support the overall mission and priorities of Hiawatha Academies.

QUALIFICATIONS GUIDE:

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

- Bachelor's degree (required).
- Eligibility to work in a school setting in Minnesota, including successful completion of background checks.
- Strong interest in pursuing a long-term career in teaching and a teacher license.
- Ability to build relationships with students from diverse backgrounds.
- Strong communication skills and a growth mindset.

Preferred Qualifications:

- Previous experience working with children or adolescents in a school or youth-serving setting.
- Enrollment in, or intent to enroll in, a teacher preparation or licensure pathway.
- Experience in urban, charter, or culturally responsive educational settings.
- Multilingual abilities.

Pathway to Teaching:

The Reserve Teacher role is intentionally designed as a **step toward a permanent teaching position** at Hiawatha Academies. Individuals in this role who demonstrate strong performance, growth, and alignment with our mission may be considered for:

- Placement in open teaching roles as licensure requirements are met
- Participation in internal teacher development or “grow your own” pathways
- Continued coaching and mentorship to support licensure and classroom readiness

Work Schedule & Expectations:

- Full-time, on-site position aligned to the academic calendar.
- Daily schedules may vary based on campus coverage needs.
- Consistent attendance and reliability are essential to the success of this role.

Mission Alignment

Hiawatha Academies is committed to providing rigorous, culturally responsive education that prepares all students for college and beyond. Building Reserve Substitute Teachers are expected to actively support this mission and contribute to an inclusive, equitable, and student-centered school community.

Equal Employment Opportunity Statement:

Hiawatha Academies is committed to providing a workplace free from discrimination and harassment. In accordance with Title VII of the Civil Rights Act of 1964, we do not discriminate in employment decisions on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), or national origin. We value diversity and strive to ensure equal opportunity for all employees and applicants.