

Substitute Teacher

(555) 010-0000 · you@example.com · City, ST · linkedin.com/in/your-name

Summary

Reliable substitute teacher covering K-12 assignments across four districts, trusted for honoring lesson plans, keeping calm classrooms, and earning repeat requests from regular staff.

Experience

Substitute Teacher (K-12), Metro Unified School District

2021 – Present

City, ST

- Accepted 180-plus daily assignments per school year while keeping a 100% on-time arrival record.
- Earned a spot on the preferred-substitute lists of 12 teachers who requested me by name for planned absences.
- Followed detailed lesson plans across math, science, and English so returning teachers lost zero instructional days.
- Managed unfamiliar classrooms of up to 32 students using each campus's posted behavior system within the first ten minutes.
- Stepped into a six-week long-term assignment for a seventh-grade English teacher on leave, grading 140 essays and posting all marks on time.
- Logged clear end-of-day notes for every assignment, flagging incidents and progress so the regular teacher returned fully informed.
- Covered special-education and resource rooms by reading IEP-driven instructions and supporting paraprofessionals on staff.

Guest Teacher, Hillcrest School District

2019 – 2021

City, ST

- Filled short-notice elementary openings with under 30 minutes' warning while maintaining the day's posted schedule.
- Led recess and lunch supervision for 90-plus students with zero safety incidents over two years.
- Adapted on the fly when plans were missing by running grade-appropriate review activities aligned to the day's unit.
- Built quick rapport with students by learning seating charts and names before the first bell.
- Supported a kindergarten classroom through a teacher's medical leave, sustaining the established centers routine.
- Received written commendations from two principals for professionalism and classroom control.

Education

Bachelor of Arts in History, Completed 60 semester units required for the state substitute permit

State University — City, ST

Certifications & Licenses

State Substitute Teaching Permit · Emergency 30-Day Substitute Permit

Skills

Lesson-plan execution · Classroom control · Cross-subject coverage · K-12 adaptability · Behavior de-escalation · Punctuality and reliability · End-of-day reporting · Recess and duty supervision · Long-term assignment readiness · Digital attendance systems · IEP accommodation support · Rapport building