



Calgary Arts Academy | Job Posting | 2025/2026

Calgary Arts Academy is currently seeking applications for substitute teaching positions.

Calgary Arts Academy, an innovative and progressive Kindergarten to Year 12 Alberta Public Charter school, is seeking skilled substitute teachers to join our community and fill in when teaching staff are absent. We are currently looking for engaging, flexible, and reliable substitute teachers to cover classes at all levels, from Kindergarten to High School. In this position, you will take over for teachers in their absence, carrying out the lesson plans provided and ensuring students have a fulfilling classroom experience. Depending on the situation, substitute teachers may be called to come in right away or it may be arranged ahead of time.

Role Objectives:

- Maintain schedule availability to accept opportunities that arise.
- Provide continuity of instruction by following the lesson plans left by the teacher.
- Foster a respectful and inclusive classroom where all students are safe and feel cared for.
- Uphold an orderly classroom environment and provide a positive learning experience.
- Communicate effectively and professionally with school staff and administrators.
- Familiarize yourself with emergency protocols, such as fire drills and lockdowns
- Adhere to all school policies and procedures

Responsibilities:

- Carry out lesson plans instructions from the classroom teacher, and/or create lesson plans in absence of a prepared lesson.
- Maintain active supervision of students.
- Take attendance according to school procedures
- Supplement lesson plans with your own class activities if needed.
- Create and maintain positive discipline and classroom management that fosters a safe and productive learning environment in accordance with school policies.
- Provide an update to classroom teacher summarizing student absences, progress with lesson plans, disciplinary actions, positive experiences, etc.

Skills and Qualifications:

- Bachelor of Education and valid teaching certificate
- An appreciation for the arts
- Scheduling availability, flexibility, patience
- Confidence and proficiency in instructional practices
- Strong verbal and written communication skills

Successful candidates will provide a copy of their Alberta teaching certificate, and a current police information check with vulnerable sector search.

In your cover letter, please include, an overview of your past teaching experience as well as any areas of specialization (i.e. high school drama, K-3 literacy, secondary math, etc.), as well as why you are interested in subbing at an Arts Immersion Public Charter school.

Calgary Arts Academy engages children through Arts Immersion to become confident learners and spirited citizens. Teachers at Calgary Arts Academy have a passion for the arts and experience in one or more artistic disciplines. Our unique approach delivers the Alberta curriculum through the immersion of the five fine arts: music, visual art, dance, drama, and literary art.

Application Procedure

Interested candidates are invited to submit their resume, cover letter, and any relevant certifications and references to info@caaschool.com. For any inquiries, please contact Juleta Severson-Baker at info@caaschool.com.

Calgary Arts Academy is committed to diversity and inclusion and encourages applications from all qualified individuals.