



Job Description

Position Title: Day-to-Day Substitute Teacher

Reports to: Assistant Administrator

Summary:

It shall be the responsibility of the Substitute Teacher to completely fill the role of the absent teacher providing daily lessons, managing the classroom, completing necessary documentation and paperwork, and fulfilling any other responsibilities connected to creating a healthy learning environment leading students through the curriculum.

Qualifications:

- Practitioner in the field or prior work experience
- Appropriate teaching certification or emergency certification
- Excellent content knowledge
- Excellent computer skills
- Excellent written and verbal communication skills

Duties and Responsibilities:

The Substitute Teacher's duties include but are not limited to the following:

- Taking attendance and maintaining an attendance record
- Recording grades and maintaining a record of grades and competencies achieved
- Monitoring students in the classroom areas for safety
- Evaluating students weekly according to the Employability Rubric
- Completing grading plans for each grading quarter
- Monitoring student progress on grading plans and encouraging achievement
- Keeping students on task and engaged in the learning process
- Providing one-on-one, small group, and large group instruction as necessary
- Moving among the students' work stations to monitor student activity
- Maintaining a safe, neat, and orderly classroom; reporting safety issues
- Checking student papers, tests, etc.
- Assessing students and calculating grades
- Enforcing the student code of conduct; referring levels 2 & 3 discipline to the office.
- Following the guidelines in the Staff Handbook
- Using safety gear/clothing as required