



Job description

Substitute Teacher

Summary: The Substitute Teacher is charged with facilitating instruction in the absence of the regular teacher. This position requires the ability to provide instruction on-site, as well as remotely. Possesses the ability to manager the classroom

Key Responsibilities:

- To reports to the main office upon arrival; checks with the substituted coordinator or the desk of absent teacher for lesson plans for the day; requests clarification of school rules and procedures, if necessary;
- Maintains classroom discipline that fosters a safe and positive environment for all students and staff in accordance with school policies;
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
- Implements lesson plans, while ensuring the integrity of academic time and in a manner that motivates students to learn and participate;
- Completes a Substitute Teacher Report Form for the regular classroom teacher;
- Returns instructional materials, equipment, and keys to the proper place

Qualifications/Requirements:

- High School Diploma or Equivalent (Associate degree or Higher preferred)
- Must be at least 18 years old
- Commitment to serve the children and provide an environment that is safe and conducive for learning.
- Some knowledge of the teaching/learning process in child development.
- Ability to exercise control and maintain classroom discipline.
- Excellent oral, written, and human relations skills.

Job Type: Part-time

Pay Range: \$15.00 - \$20.00 per hour – Based on experience and credentials

Schedule: Monday to Friday