



Position Title:	Floating Substitute Teacher
Date Modified:	August 2021
FLSA Classification:	Exempt
Reports to:	Division Head
Position Purpose:	Support divisional faculty and administration as a substitute teacher to provide instructional continuity during faculty absences.
Work Hours:	7:15 a.m. – 4:00 p.m. (Exact end time dependent on division assignment)
Work Calendar:	2021-22 School Year
PTO Designation:	Educator (Blackout dates may apply)

Description

A Floating Substitute is a full member of the St. Francis faculty. These educators are not assigned to specific classes but are called on to continue instruction in the event of a faculty absence or need in another area of the school. As a full-time member of the faculty, Floating Substitutes are expected to understand and support St. Francis' mission, school culture, and operational practices. This includes but is not limited to forming positive relationships with students, attending all staff and divisional meetings and trainings, timely and professional communication with families and colleagues, and working in Veracross (our learning management and student information system).

Successful Floating Substitutes will be able to adapt to fluid circumstances. Though they do not bear primary responsibility for any one class, they may be called on to step into a variety of classes and divisions on any given day or week. These faculty members are professionals who are expected to maintain confidentiality, exhibit professional behavior, and display a positive attitude. They are also expected to offer feedback on daily plans and student work product and conduct to their colleagues.

Essential Functions

- Provides students with a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Serves as an Educator and works directly with division heads to implement and assist with day-to-day programs.
- Assists in maintaining congruency between the school's board-approved Mission Statement, the Strategic Plan, and all classroom activities.
- Well-versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and School Handbooks.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Assists faculty in providing academic guidance to students.
- Communicates with fellow faculty members, administrators, student services, and chaplains concerning the emotional and physical well-being of students within the classroom. Works

collaboratively with the division administration, school specialists, teachers, and teacher assistant colleagues.

- Assists in providing a safe and joyful learning environment that integrates and assimilates the use of social emotional learning into daily student interaction.
- Other duties as assigned by the Head of School.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.

Essential Tasks

- Assists with curriculum and promotes an appropriate instructional program.
- Assists faculty in differentiated instruction and a social-emotional approach to student engagement.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment.
- Attends required events outside of normal school hours as needed.
- Works as a team player, assisting co-workers, divisions and departments as needed by the School.
- Knowledgeable about Veracross and/or other student management software.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by Head of School and/or supervising director or head including extracurricular activities.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree
- Previous experience in an independent school environment preferred
- Excellent verbal and written communications skills.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Climate controlled classroom/school environment with a wide variety of challenges.
- Ability to work outdoors in a wide range of temperatures and weather
- Occasionally lift-up to 30 pounds.
- Visual acuity both near and far
- Stooping, bending, kneeling, standing, walking, reaching, jumping