

| | |
|-----------------------------|--|
| Position Title: | Substitute Teacher – All Divisions |
| Date Modified: | August 2021 |
| FLSA Classification: | Nonexempt |
| Reports to: | Division Head |
| Position Purpose: | Support divisional faculty by providing instructional continuity during short-term and long-term faculty absences. |
| Work Hours: | Dependent on division assignment. |
| Work Calendar: | School Year |

Description

Divisional Substitute Teachers are called on to continue instruction in the event of a faculty absence or a need in other areas of the school.

Essential Functions and Tasks

- Arrives on time according to division work hours.
- Checks in with the division office manager upon arrival.
- Performs all duties assigned to the teacher being covered
- Reviews the teacher's schedule and lesson plans before classes begin.
- Takes attendance in each class and sends to the division office manager.
- Promotes appropriate learning environment and classroom activities per the teacher's instruction.
- Maintains good classroom management and discipline.
- Remains with students always; never leaves the classroom without appropriate coverage; never leaves a student alone.
- Reports any student issues to the division office immediately.
- Follows and is responsible for established routines related to opening activities, lunchroom procedures, and so on.
- Places the students' assignments for the day, by class period, on the teacher's desk.
- Produces a written report on the day's activities, including attendance, clipped to the lesson plan book or makes a note in the lesson plan book of what was accomplished.
- Attends faculty meetings (if there is a prolonged absence of the regular teacher) and follows the established procedure for writing lesson plans when requested by the division head.
- Follows additional guidelines set by the Division during long-term assignments.

- Does not take pictures, record/video, or fraternize with students.
- Exhibits ethical conduct regarding all phases of the school's program whether on campus or off campus.
- Well-versed with and adheres to *school policies* in all areas of student interaction.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Maintains confidentiality, exhibits professional behavior, and displays a positive attitude.
- 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
- Performs other duties as assignment by the Head of School or division head including extracurricular.
- 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 preferred.
- Previous experience in an independent school environment preferred.
- Previous experience working with children 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 lifts up to 30 pounds.
- Visual acuity both near and far

- Stooping, bending, kneeling, standing, walking, reaching, jumping