

Position Title:	Lower School Long-Term Substitute Teacher
Date Modified:	May 2022
FLSA Classification:	Non-Exempt
Reports to:	Lower School Division Head
Position Purpose:	Support divisional faculty by providing instructional continuity during long-term faculty absences.
Work Hours:	7:15 am – 4:15 pm
Work Calendar:	Long-Term Assignment

Description

Lower School Long-Term Substitute Teacher provides coverage for faculty absence on a long-term basis. This position is responsible for functions, tasks, and duties of a full time lower school teacher.

Essential Functions and Tasks

- Arrives on time according to division work hours.
- Performs all duties assigned to the teacher being covered
- Promotes appropriate learning environment and classroom activities per the teacher's instruction.
- Promotes a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Works collaboratively with grade level team in manners of classroom management, teaching methods, and school procedures.
- Maintains good classroom management and discipline.
- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner.
- Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Maintains classroom SeeSaw account, following guidelines provided by administration.
- Uses Portfolio assessments for each student and maintains assessment records per lower school guidelines. Uses report card and narrative summaries.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Remains with students always; never leaves the classroom without appropriate coverage; never leaves a student alone.

LS Long-term Substitute Teacher

- Reports any student issues to the division office immediately.
- Attends faculty meetings 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.
- Works collaboratively with the division administration, school specialists, teachers, and teacher assistant colleagues.
- Maintains confidentiality, exhibits professional behavior, and displays a positive attitude.
- Well-versed with and adheres to school policies in all areas of student interaction.
- Exhibits ethical conduct regarding all phases of the school's program whether on campus or off campus.
- Does not take pictures, record/video, or fraternize with students.
- Follows policies and procedures as shown in the Employee, Substitute, and division handbooks.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies
- 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 required. Degree in education preferred.
- Previous experience in an independent school environment preferred.
- Previous classroom experience working with elementary aged children preferred.
- Excellent verbal and written communications skills.
- Demonstrates leadership and collaboration 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 to 30 pounds.
- Visual acuity both near and far
- Stooping, bending, kneeling, standing, walking, reaching, jumping