



<b>Title:</b> Long Term English Language Arts Substitute Teacher	<b>Reports to:</b> Upper Learning Principal	<b>General Status:</b> For a Maternity Leave
<b>Needed for the 2020-2021 school year.</b>	<b>Date Revised:</b> August 2020	<b>FLSA Status:</b> Exempt

#### **POSITION SUMMARY:**

In the absence of the regular teacher, the long term substitute teacher is responsible for teaching a full load of English language arts classes.

#### **PRINCIPAL RESPONSIBILITIES**

- Use the required materials and existing schedule to teach a full load of English language arts classes. In addition, full time teachers of Upper Learning students are expected to advise students.
- Designs curriculum, assigns related coursework and tracks student performance; evaluates programs and student progress (conferences, written evaluation, and written daily correspondence).
- Demonstrates an attitude of flexibility with regard to curriculum decisions in order to meet the instructional needs.
- Instructs and encourages individual students; establishes goals for individualized students and small groups.
- Collaborates with colleagues and seeks feedback in the spirit of continuous improvement.
- Supervise students in the activities planned.
- Manage the class and ensure student engagement.
- Provide guidance for learning according to the lesson plan.
- Stay with class at all times to maintain a safe and orderly classroom.
- Take attendance in accordance with school procedures.
- Familiarity with school procedures and regulations.
- Perform other related duties as directed by principal or assistant principal.
- Maintains a professional appearance.

<b>Education:</b> Bachelor's degree required	<b>Experience:</b> Prefer 3-5 years of teaching experience in an independent school
<b>Competencies:</b> <ul style="list-style-type: none"> <li>• Demonstrates good judgment in the supervision of students</li> <li>• Maintains punctuality and reliability</li> <li>• Ability to incorporate technology in daily tasks</li> </ul>	<b>Licenses and Certifications:</b>