



## **METROPOLITAN REGIONAL EDUCATIONAL SERVICE AGENCY**

1870 Teasley Drive, S.E.

Smyrna, Georgia 30080

Phone: (770) 432-2404 Fax: (770) 432-6105

### **SUBSTITUE TEACHER JOB DESCRIPTION**

**Position:** Emotional Behavioral Disorder Substitute Teacher and/or Autism Spectrum Disorder Substitute Teacher  
North Metro Georgia Network for Educational and Therapeutic Supports (GNETS)  
Position may be located in Atlanta Public Schools, Fulton County Public Schools, or Gwinnett County Public Schools.

#### **Minimal Qualifications:**

- High School Diploma or GED

#### **Preferred Qualifications:**

- Associate or bachelor's degree and certification

#### **Performance Responsibilities:**

- Reports in person to the school building to provide face-to-face instruction to students
- Able to provide instruction simultaneously to in-person and remote learners, if necessary
- Responsive to changing school and district instructional needs
- Provides classroom instruction to students as outlined in lesson plans
- Creates a classroom that is conducive to learning and appropriate to the maturity and interests of students
- Maintains a safe and orderly environment
- Maintains established routine of the school and classroom procedures in which assigned
- Maintains a professional appearance
- Remains at school the entire school day, unless otherwise instructed to leave by building principal
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintains reasonable rules of conduct which encourage self-discipline and responsibility
- Communicates effectively with parents as needed
- Meets and instructs assigned classes in the locations and times designated
- Monitors students in the classroom, at lunch and throughout the school by maintaining order and discipline
- Crisis Prevention and Restraint Training certification is required for all North Metro GNETS employees.
- Ability to carry out student restraint procedures according to guidelines provided in training.
- Ability to lift objects and some running, and climbing may be required. Requires ability to lift up to 25 pounds.
- Performs additional duties as assigned by the North Metro GNETS Site Coordinator and/or North Metro GNETS Director