



JOB DESCRIPTION

Position Title

Substitute Teacher – All Divisions

FLSA Classification

Non-Exempt, Hourly

Reports to

Substitute Teacher Coordinator

Position Purpose

The Substitute Teacher will manage student learning in accordance with the goals and directives of the school and the division.

Mission

The Howard School empowers students with language-based learning differences by addressing individual needs and leveraging strengths to develop a lifelong understanding of and advocacy for their own learning process

Responsibilities

- Maintains and respects confidentiality of student and school personnel information.
- Maintains discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with the School policies.
- Ensures the adequate supervision to assure health, welfare, and safety of all students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Reports upon arrival to the reception area at School.
- Reports any student injuries, accidents, illnesses, and discipline problems immediately or as soon as is reasonably possible.
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
- Organizes students for effective instruction.
- Dismisses all students from the classroom before leaving the building.
- Collects and places students' papers in the regular teacher's desk.
- Returns instructional materials, equipment, and keys to the proper place.
- Complies with and supports school and division regulations and policies.
- Models non-discriminatory practices in all activities.
- Performs other related duties as assigned by Principal(s) in accordance with school/division policies and practices.



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Qualifications/Skills

- Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students.
- Ability to maintain effective classroom management strategies.
- Bachelor's degree preferred.
- Ability to read and implement instructional plans. Ability to correspond with administration. Ability to effectively present information and respond to questions from administration, students, staff members, and the general public as requested.
- Ability to work with basic mathematical concepts.
- Ability to solve practical problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain effective relationships with students, parents, peers and administration.
- Skilled in oral and written communication.

The Howard School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. All applicants will be considered for employment without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, citizenship status, age, pregnancy, disability/handicap, genetic information, uniform service member status or any other protected status in accordance with applicable federal, state, and local laws. veteran or disability status.