



Job Title:	Part-Time Substitute Teacher
FLSA Status:	Non-Exempt
Department:	Part-Time
Dept Code:	SUB
Job Code:	999
Primary Supervisor:	Superintendent
Secondary Supervisor:	School Director / Designated School Administrator
Grade Band Served:	AGB
Location:	In-Person/ On-Site
Minimum Hours/Days:	BETWEEN 7:30am to 3:30pm, M-F, as scheduled
Salary Range starts at:	\$112.00/Day

SUMMARY: The substitute teacher fills in for a full-time teacher's absence. The person will manage student learning in line with the goals of the school.

ESSENTIAL FUNCTIONS: During the assignment, the minimum performance expectations include, *but are not limited to*, the following essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Maintains and respects confidentiality of student and school personnel information.
- Reports all student discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Implements lesson plans, hosts live synchronous sessions (if covering a virtual class), while ensuring the integrity of academic time and in a manner, which motivates students to learn and participate.
- Establishes and maintains positive rapport with families and regularly communicates with students and learning coaches/parents/guardians during assignment.
- Understands how both diverse and unique characteristics of students and their families impact required support.
- Works collaboratively with other teachers to ensure that all students are successfully mastering skills and/or standards.
- Checks mailbox of absent teacher for materials requiring immediate attention. requests clarification of school rules and procedures, if necessary.
- Responds to students, parents/guardians and colleagues in a timely manner which includes documentation in approved platforms.
- Attends and actively contributes to all required district and/or school meetings.
- Updates grades and gives timely feedback as required in appropriate platforms.
- Participates in professional development as assigned.
- Assist in data collection for identified students in Response to Intervention or Individualized Education Plan programs.
- Implement appropriate accommodations as prescribed in Section 504 plans or Individualized Education Plans.
- Completes a Substitute Teacher Report Form for the classroom teacher (Provided by School Director – Student/Teacher support)
- Complies with and supports school and state regulations and policies.
- Maintains Professionalism when communicating with stakeholders
- Is positive and supportive of CCA, its initiatives, its policies, its academic plan, and other staff

- members in all communications with stakeholders
- Attends IEP/SST meetings as scheduled
- Follows all rules, procedures, policies, and guidelines of CCA
- Follow chain of command
- Performs other related duties as assigned by Administration or Lead Teacher in accordance with school/state policies and practices; and if federally funded, as allowable under the federal requirements under that fund.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.

SPECIAL REQUIREMENTS

- Candidate must be at least 21 years of age
- Candidate must attend New Teacher orientation/training and complete required District and state credentialing requirements (Background check, Fingerprinting)

MINIMUM REQUIRED QUALIFICATIONS:

- High School Diploma AND
- Pass required background check

- *Preferred* Certified Paraprofessional, Associate's Degree, or Certified Teacher

OTHER REQUIRED QUALIFICATIONS:

- Ability to communicate well with school personnel, parents, students, and district office staff while complying with the confidentiality requirements in local, state, and federal policies
- Ability to display a professional attitude in working with school personnel and parents
- Proficient knowledge of computers, online curriculums/tools, and various operating systems.
- Ability to rapidly learn and adapt to new technologies and teaching platforms
- Demonstrate initiative and the ability to handle multiple tasks simultaneously
- Ability to interact positively with school leadership, teachers, administrators, and support staff
- Experience working with diverse student populations
- Ability to work independently as well as collaborate and communicate effectively within a team
- Demonstrates strong interpersonal skills using tact, patience, and courtesy
- Excellent presentation and public speaking skills
- Excellent written and verbal communication skills
- Strong work ethic and self-motivation
- Ability to be flexible and adaptive to ensure excellent student outcomes
- Ability to problem solve independently
- Excellent organization skills
- Outstanding attention to detail
- Maintain a professional home office without distraction during 8-4 workday should you need to transition to teaching virtually due to a pandemic, epidemic, inclement weather, or emergency situation.
- Consistent access to reliable high-speed internet should you need to transition to teaching

- virtually due to a pandemic, epidemic, inclement weather, or emergency situation.
- Valid driver's license and availability of private transportation
- Ability to travel 10% of the time as required

DESIRED QUALIFICATIONS:

- Preferred Certified Paraprofessional, Associate's Degree, or Certified Teacher
- Gifted, ESOL, or SE certifications or endorsements
- Experience working with proposed age group
- Experience supporting adults and children in the use of technology
- Experience working in an online (virtual) and/or in a brick and mortar environment
- Experience using online educational platforms/tools/curriculum/resources
- Proficient/Advanced data analysis skills
- Three (3) years of experience working in a similar capacity
- Experience using NWEA MAP, Learning A-Z, Amplify, Zearn, Gallopade, iReady, etc.
- Experience with CLEVER
- Proficient in use of Google for Education Tools
- Proficient in use of Microsoft Office Tools (Outlook, Word, Excel, PowerPoint, Project, etc.)
- Zoom conferencing proficiency
- Proficient/Advanced experience with Infinite Campus (SIS)
- Proficient/Advanced experience with Schoology (LMS)
- Proficient/Advanced experience with Chalk (Lesson Plan Platform)
- Previous experience as a Parent, Advisor, or Teacher at Coweta Charter Academy
- Previous experience with online educational tools/curriculum/assessments
- Bi-lingual

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hours are scheduled M-F, between 7:30am and 3:30pm, as needed.
- Hours worked are in-person and on-site.
- This position may require traveling up to 10% of the time, possibly for field trips.
- In-person attendance at professional development, training, conferences, job fairs, meetings, school events, marketing events, and testing sites may be required several times per year.
- Ability to stand and walk for pro-longed periods is required.
- Light lifting up to 30lbs required.

The above job is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor; and if federally funded, as allowable under the federal requirements under that fund. All employment is "at-will" as governed by the law of the state where the employee works. It is further understood that the "at-will" nature of employment is one aspect of employment that cannot be changed except in writing and signed by an authorized officer.