

TITLE: Substitute Teacher
Daily Substitutes & Long Term Substitutes

QUALIFICATIONS:

- Minimum age of 18
- HS diploma or equivalent
- 48+ college credit hours
- Clear criminal background check
- Minimum of 2 professional references - 1 must be from the current (or most recent) supervisor

SALARY:

- Certified substitutes:
 - \$111.00 per day, Long term \$165.00 per day starting student day 11
- Non-certified substitutes:
 - \$90.00 per day, Long term \$145.00 per day starting student day 11

BENEFITS: No Benefits

REPORTS TO: The Substitute Program Manager and the school principal or his/her designee

JOB GOAL: To provide each student with the help, counsel, and learning experience he/she needs to make progress toward educational goals established. To create a flexible instructional program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to live a rewarding life in an ever-changing world.

PERFORMANCE RESPONSIBILITIES:

1. Develops lesson plans and instructional materials for long term assignments. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
2. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
3. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
4. Guides the learning process toward the achievement of curriculum goals.
5. Employs a variety of instructional techniques and instructional media.
6. Performs other duties as assigned.
7. Instructs pupils in a classroom, utilizing the course of study adopted by the Board of Education, and other appropriate learning activities.

8. Collaborates with colleagues to promote an optimal learning environment for pupils.

TERMS OF EMPLOYMENT: Daily up to a ten-month year. Salary in accordance with certification and assignment.