



Substitute Teacher / On-call Substitute Job Description

Elementary Division

Job Title	Substitute Teacher
Classification	Substitute Teacher
Reports To	Elementary Principal
Working Hours	Faculty Hours

A) Full-time substitute teacher

Supervisor

- Reports to the Elementary Principal

Primary Goal: To cover classes in Elementary and Secondary when teachers are away and to fulfill any other duties and responsibilities as assigned by either the Elementary or Secondary principals.

Duties and Responsibilities:

Replacing Teacher

- Assumes the responsibilities for instructing classes when a teacher is absent
- Presents the lessons according to the schedule provided by the absent teacher
- Will replace teachers and teacher aides in all grade levels from the ELC through to Gr. 12
- May be asked to help support in classes and/or assist in other areas as directed by the principal
- May be asked to do supervision and other duties, as directed by the principal

Classroom Management

- Maintain, as fully as possible, the established routines and procedures of the school and classroom to which he/she is assigned
- Assumes responsibility for overseeing student behavior in class and during lunch and

other activities

- Consults, as appropriate, with the principal or department head, before initiating any teaching or other procedures not specified in the lesson plans
- Maintains appropriate records including marking student absences and tardies
- Reports to the teacher and/or principal of any incidents of misbehavior
- Circulate through the classroom consistently checking on students and answering questions
- Lesson plans are shared by our Sub Coordinator using Google Docs. Use this from accessing your email.
- Schoology is the learning management system used by all teachers. Subs will be added to the Schoology teacher

Prepare Class Materials

- In the event that a substitute teacher is not subbing a class or has been assigned other duties by the principal, they can assist the teacher aides by preparing materials needed for the classroom. This may include, but not limited to, collecting books and materials, photocopying, making resources and laminating.
- The substitute is required to fill out the “sub comments” section of the Google Doc at the end of the day for elementary, and at the end of each block for secondary classes.

Policies

- Follows all school policies, rules and procedures to which regular teachers are subject and which good teaching dictates

Hours of Duty

- Substitute hours of duty are:
 - 7:50 - 3:30 Tuesday to Friday
 - 7:50 - 5:00 Monday
 - Extra hours will be required on Saturday Teacher Work Days, Parent Teacher Conferences and Teacher In service days.

Recess Duty

- Substitute teachers will be required to help with supervision of students during recess time or after school according to the roster set by the principal.

Materials

- Secom- This is our security and keys to classrooms. Substitutes have access to all rooms and most facilities (except the pool and other areas of the sports complex).

- The fourth floor workroom is the space where subs can do office work when they are not teaching.
- Computer/laptop- A laptop will be issued to all full-time subs through the tech office and a school email address will be given within the first week of employment. Please use this to check all school correspondence.

General Information and Expectations for Full Time Substitute Teachers

School Hours

7:45 – 5:00 pm Monday

7:45 - 3:30 pm Tuesday through Friday

Monday's are designated PD days and all teachers stay until 5:00 pm. We have Kids Club for staff children in grades K – 5. Kids Club is staffed by the Elementary Teacher assistants and Full Time Substitute teachers. There will be a rotating schedule where you may be assigned to supervise children or help in another area – teacher classroom, library, etc.

Additionally, TA's and Substitutes will cover Kids Club during teacher workdays and parent teacher conferences. If you are able to help translate Korean/English, we may ask you to help with that as well.

Duty Roster

Each full time substitute will be assigned to the Duty Roster. In general the full-time subs cover bus duty in the afternoon, and other areas that won't impact class coverage.

Email & Computer

Each Full time substitute will be assigned a GSIS email account, and we have computer access in the library and teacher workrooms. Full-time substitutes will be given a laptop computer and access to Powerschool, our attendance software.

Secom card

Full-time substitutes will be given a Secom card and id badge for going in and out of classrooms. On-call subs will check out a Secom card from the substitute coordinator in the office for the day he/she is working.

Work Space

Substitutes may use the fourth-floor workroom for planning and work space. A locked cabinet is provided in that room for substitutes to use to store their personal belongings.

Schedules

Each division will provide a copy of the schedule. Please note that the elementary schedule will not be a daily schedule, but a weekly summary of when the Special Area Classes will be. Daily schedules will come from the elementary teachers, and will be in any sub plans that teachers prepare.

Attendance

Full-time subs will take attendance in each grade level using their computers and the Powerschool software (with password). On-call subs will be given a class list from the substitute coordinator in the office on which to take attendance. In Secondary, you will be given a class list, or you can call or text Ms. Lee with student absences for that block period (only the beginning of the day for elementary students).

Lesson Plans

All lesson plans will be shared with the substitute teacher, through the Sub Coordinator. Each classroom will also have a set of Emergency sub plans for those absences that are not planned.

Classroom Management / Discipline

Each division can give you suggestions and ideas for classroom management and discipline. The Secondary School has very specific guidelines for student behavior, Language Use Policy, tardies, etc. The ES has specific guidelines for non-instructional routines, but behavior management will look and feel a little different than MS or HS.

Please see the division principal for questions regarding classroom management or discipline. Also remember that you are the authority in the classroom. You are operating as the teacher while the teacher is absent and the students need to know that. Please make sure that you are moving around the classroom to monitor student's behavior and making sure that students are remaining on task.

Communication

Please write a short note at the end of the lesson to the teacher to outline the work that the students managed to complete and any behavior concerns that occurred. Please also make note of any interruptions that happened to the class.

It is imperative that you communicate effectively with the principals and colleagues regarding any concerns, issues, or problems in your classroom.

If lesson plans are not adequate or complete, please let the principal know immediately.

If there are recurring discipline problems, please let the principal know so that we can help.

There may be a colleague/fellow teacher close by who can help you navigate through some classroom routines, or school routines that you may be unfamiliar with initially.

If you don't understand your schedule, please see the division principal.

B) On Call Substitute Teacher

Supervisor

- Reports to the Elementary Principal

Primary Goal: In cases where there are not enough full time substitute teachers to cover classes, the On Call Substitute Teacher will be called. They will cover classes in Elementary and Secondary when teachers are away and to fulfill any other duties and responsibilities as assigned by either the Elementary or Secondary principals.

To Note: *In addition to full-time substitutes (hired as full-time employees at GSIS), the school has hired **on-call substitutes** to be available when there are extra needs. Additionally, there may be times with the on-call sub may be asked to work every day for an extended period of time. This person should not work more than 60 days consecutively as an on-call sub.*

***On-call substitutes are paid at a rate of KRW 120,000 per day.** The substitute agrees to this daily wage for the whole day. In such times when the sub is only needed for a half-day (leaving before 12 pm or arriving after 11:30 am), he/she may be asked the night before to agree to a half-day position. Additionally, on the day of the assignment he/she may be asked to leave at 12 pm, and be paid for only half day (KRW 60,000). This, however, is optional and the sub will not be required to leave at 12 pm.*

It is understood that since the on-call sub is being paid for a full day, he/she may be assigned to a classroom for the full day even if other full-time subs are available. The sub coordinator will try to divide the responsibilities as appropriate or possible to make sure that all subs (full-time and on-call) are evenly working in the classrooms.

On days when on-call subs are paid for a full day but there are not classroom responsibilities, it is understood that the sub will report to the fifth grade classroom (either in the morning or the afternoon) to see what help can be offered there. This will be marked on the class coverage document as the understood place for additional hours.

Optional hourly rate outside of scheduled work hours: *There may be times that a substitute is asked to work outside of his/her scheduled work hours to support an after-school activity or club.*

This will be paid at a rate of 20,000 KRW per hour.

Duties and Responsibilities:

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- May be asked to help support in classes and/or assist in other areas as directed by the principal
- May be asked to do supervision and other duties, as directed by the principal

Classroom Management

- Maintain, as fully as possible, the established routines and procedures of the school and classroom to which he/she is assigned
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Policies

- Follows all school policies, rules and procedures to which regular teachers are subject and which good teaching dictates

Recess Duty

- Substitute teachers will be required to help with supervision of students during recess time or lunchtime as needed.

Revised January 1, 2024