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

We celebrate each student, transforming the learning experience and developing lifelong strengths.

Responsibilities

- Maintains and respects confidentiality of student and school 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 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.
- 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.

JOB DESCRIPTION

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 utilize effective classroom management strategies.
- Bachelor's degree or higher.
- Ability to read and implement instructional plans.
- Ability to correspond with administration.
- Ability to effectively present information and respond to questions from administration, students, and staff members, 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.
- 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.