JOB POST: Substitute Teachers, grades 6-12

Summary: Substitute teachers work in the absence of regular teachers and educational technicians, helping students to accomplish daily tasks and meet educational objectives.

Job expectations — A substitute teacher/substitute ed tech is expected to:

- Have the capacity to give instruction and manage student behavior confidently and effectively, follow written and/or oral instructions accurately and dependably, in the absence of a regular teacher
- Establish respectful relationships with students in a brief time period
- Maintain a professional attitude in all manner of conduct with students, faculty, and parents
- Communicate well with other personnel and faculty, sharing any issues of concern to administration in a timely fashion
- Seek help appropriately from deans, counselors, and/or administrators
- Complete any required online trainings (e.g., mandatory reporting) promptly as directed
- Respond calmly and with good judgment in the rare event of a school emergency
- Become familiar with all information contained in the Substitute Handbook

Qualifications:

- Minimum of two years of college completed (bachelor's degree preferred)
- Prior teaching and/or substitute experience preferred
- Proof of active criminal history records check (CHRC) certificate

Hours:

- Check in to receive the day's assignment from the Substitute Coordinator by 8:15AM
- Stay through the final bell at 2:45PM

- Two step scale:
  1. $135/day (or)
  2. $145/day for individuals who provide documentation of active Maine teaching certification

Effective 10/4/21

        - Retired teachers whose certifications have expired may contact the payroll/benefits manager (x4433) to discuss possible exemption from the "active certification" qualification
- No benefits are associated with substitute teaching