

Our Savior's Christian Elementary Substitute Teacher

GENERAL RESPONSIBILITIES

In the absence of the classroom teacher, the substitute is responsible for providing instruction and managing the learning environment. The position reports to the principal or designee at the location to which they are assigned.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Report to the principal or designee upon arrival at the school.
- Review with the principal or designee the plans and schedules to be adhered to during the school day.
- Maintain the established routines and procedures of the school and classroom to which assigned.
- Follow the lesson plans provided by the absent teacher.
- Interact in a professional manner with students and parents.
- Encourage, monitor, and promote student progress.
- Maintain student confidentiality.
- Assume the responsibility for overseeing pupil behavior in the classroom, during lunch, activity periods, and out-of-class settings.
- Provide a brief report in writing on the day's activities at the conclusion of each day for the teacher.
- Work cooperatively with all school personnel.
- Follow all policies, rules, and procedures to which teachers are subject and which good teaching practice dictates.
- Adhere to the established policies and regulations of the School Board.
- Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have knowledge or familiarity with the subject(s) to be taught; knowledge of the principal and methodologies of effective teaching.

- Above-average competency in at least two subject areas (such as math and social studies); overall average competency in most or all subjects
- Ability to remember many names
- Flexible, friendly and good at establishing quick rapport with students
- Setting the proper tone from the beginning for classroom management

EDUCATION AND EXPERIENCE

High School Diploma or GED. Successful, completion of a minimum of thirty semester hours from an accredited institution. A comparable amount of training and experience may be substituted for the minimum qualifications.

Mission Statement: *Know and Be Loved*

That our children know and reflect the love of Jesus Christ through education, compassion and action.