



## **JOB DESCRIPTION**

**Department:** DYS Education Initiative

**Title:** Substitute Teacher

**FLSA Status:** Non-Exempt

**Reports to:** Teaching Coordinator

**Purpose:** The purpose of the Substitute Teacher is to maintain continuity of educational programming during the brief or extended absence of an educator.

### **Essential Functions:**

- Provide effective and engaging instruction to youth assigned to DYS at assigned location.
- Implement lesson and/or unit plans as provided by teacher/teaching coordinator or developed under the supervision of the Teaching Coordinator or other supervisor.
- Implement effective instructional strategies and research based curriculum as provided by CES DYS Education Initiative.
- Responsible to support students with disabilities in a general education setting
- Responsible for the promotion of equity and appreciation of diversity to ensure equitable opportunities for student learning, including, for implementing specific strategies for students with special needs, with 504 plans and or second language learners;
- Responsible for providing equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, homelessness, religion, national origin, or disability
- Administer various assessments and evaluations to youth as indicated by their supervisor.
- Responsible for the promotion of high standards and expectations, including effective instruction which includes making learning goals clear to youth.
- During a longer term assignment, maintain lesson plans on a weekly basis.
- Foster and maintain an effective, creative, and balanced learning environment that meets the needs of the youth..
- Collaborate with site team in scheduling, integration of curriculum, and behavioral procedures.
- Follow all safety and security protocols.
- Maintain appropriate boundaries with youth.
- Support youth progress on their respective course of study (Secondary School through Postsecondary)
- Maintain effective/positive relationships with CES, DYS, other providers, and stakeholders working in and with DYS, and all other colleagues and supervisors.
- Participate in all staff development and training as indicated by supervisor.
- Maintain inventory of all classroom equipment and curriculum materials.
- Maintain accurate, complete, and correct records as required by law, CES or DYS policy, and other regulations.

### **Other Duties and Responsibilities:**

- Comply with all policies and procedures of host agency

- Assume any additional responsibilities as directed by the Executive Director

**Required Qualifications:**

- High School Diploma or equivalent
- Ability to work with diverse population
- Knowledge of MA Curriculum frameworks, curriculum, instruction, and assessment

**Preferred Qualifications:**

- Massachusetts teacher licensure in one of the following content areas preferred: Math, English/Language Arts, Science, Adult Basic Education, Social Studies, Special Education and/or Reading. Additional license areas will be considered.
- Bachelor's Degree from accredited College or University
- Demonstrated successful teaching youth placed at risk highly desirable
- Sheltered English Immersion Endorsement for core content teachers
- Bilingual Spanish

**Physical Demands:**

- Ability to multi-task and respond to demanding job duties with a positive mindset.
- Must be able to enter, exit, and move through and between classrooms and program locations throughout the day. At some locations this will mean moving between floors.
- Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
- Must maintain situational awareness, including awareness of student activity and communication in fast-paced secure residential treatment settings.
- Requires the ability to effectively handle job stress in the performance of duties.
- Ability to curate teaching and learning through Google Classroom, Meet, and/or Zoom as well as other blended learning tools and software technologies

**Work Conditions:**

- Ability to handle interruptions and maintain productivity.
- Ability to work with diverse personalities.
- Skilled in working both independently and collaboratively.
- May be subject to locked settings where the threat of verbal abuse and physical violence exists. Possible exposure to communicable diseases.
- Employees expected to follow CES Workplace Safety Standards and DYS Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.

**Terms of Employment:**

- Hourly per sub scale
- Up to 8 hours per day

*CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse student population we serve.*