



collaborative.org

Collaborative for Educational Services

Department: **Department of Youth Services program**
Title: Substitute Teacher
FLSA Status: **Exempt**
Reports to: Teaching Coordinator

Qualifications:

- Bachelor's Degree from accredited College or University, Masters Degree desirable
- 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.
- Demonstrated successful teaching youth placed at risk highly desirable.

Responsibilities:

- To provide direct educational instruction to youth assigned to DYS.
- To implement lesson and/or unit plans as provided by teacher/teaching coordinator or developed under the supervision of the Teaching Coordinator.
- To participate and implement effective instructional strategies and research based curriculum as rolled out by CES / Comm. Corp Professional Development initiative.
- To integrate individual student's IEP goals and objectives, learning style information and accommodations as needed.
- Upon request, to administer MCAS within the educational setting and ensure the level of security and confidentiality as outlined by the Department of Education.
- To administer various assessments and evaluations to students as indicated by their supervisor.
- To maintain lesson plans on a weekly basis.
- To maintain an effective, creative, and balanced learning environment that meets the needs of the students.
- To collaborate with site team in scheduling, integration of curriculum, and behavioral procedures.
- Follow all safety and security protocols.
- Maintain appropriate boundaries with students.
- To maintain effective/positive relationships with CES, DYS, Vendors, Comm. Corp., and all other colleagues and supervisors.
- To participate in all staff development indicated by supervisor.
- Maintaining inventory of all classroom equipment and curriculum materials.
- Complete training as outlined by CES regional leadership.
- Assume any additional responsibilities as directed by the Executive Director.

Physical Demands:

- Ability to multi-task and respond to demanding job duties with a positive mindset. Considerable walking and standing require that the candidate be in good physical condition.

Work Conditions:

- Ability to handle interruptions and maintain productivity. Ability to work with diverse personalities. Skilled in working both independently and collaboratively.

Contract Terms:

- Per Diem (see schedule A or B)

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. As an agency that is serving the needs of a diverse population of students, CES is committed to recruiting and retaining a workforce that is well-suited to addressing the needs of this population.