



SUBSTITUTE TEACHER

QUALIFICATIONS:

- Bachelor's degree in Education or any related field
- Valid teaching certificate or substitute license
- Passion for teaching and strong leadership capabilities
- Outstanding communication skills and excellent classroom management skills
- Must pass criminal background search
- Relevant classroom experience preferred

REPORTS TO:

- Principal

JOB SUMMARY:

- Provide backup support for teachers who are absent from work
- Implement lesson plans and learning objectives set by teachers and monitor students, oversee classroom management and facilitate learning activities
- May grade tests, assign and check homework, oversee attendance and lunch counts as needed
- Provide guidelines to students and manage all classroom functions in absence of the teacher
- Guide student and classroom activities in a professional manner to promote effective learning and development

PERFORMANCE RESPONSIBILITIES:

1. Review and follow the curriculum and lesson plan as provided
2. Apply teaching techniques to encourage participation and facilitate learning
3. Deliver educational content, such as notes, exercises and additional resources
4. Engage students
5. Oversee the completion of classwork; if directed by teacher, collect homework
6. Take attendance according to school policy
7. Grade students' assignments and provide constructive feedback if directed by teacher
8. Keep track of students' progress and provide summary of each class period to the teacher regarding what was completed, not completed and any concerns/praise with classroom behavior
9. Maintain a tidy and safe class environment for students
10. Report any incidents regarding students' behavior in and out of the classroom
11. Oversee school equipment and ensure students use it properly
12. Foster a safe and nurturing environment
13. Set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.