



Building Substitute Teacher

Job Description

Reports To:	Building Principal
FLSA Status:	Exempt
School Classification:	Certified Staff
Salary:	\$44,683
Location:	Onsite
Position Summary:	<p>In-house substitute teachers are responsible for providing rigorous, standards-based, and highly engaging learning environments for their scholars. The in-house substitute will be charged with following a teacher's plan in order to lead instruction whenever a teacher is out of the building. The in-house substitute will strive to ensure that all Hiawatha Academies scholars are empowered with the knowledge, character, and leadership skills to graduate from college and serve the common good. The in-house substitute will work alongside teachers and paraeducators, and under the guidance of campus leadership.</p>

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

General Duties

Instructional Planning and Implementation

- Utilize curriculum to implement standards-based lesson plans that include an understanding and modeling of independent thinking skills, creative problem solving, and evidence-based reasoning, differentiating and scaffolding as needed
- Implement assessments that are aligned with daily, weekly, and unit objectives
- Use data to adjust short- and long-term plans in order to meet students' learning needs

Learning and Development

- Collaborate with colleagues and seek feedback in the spirit of continuous improvement
- Demonstrate a commitment to continuous improvement and student achievement; reflect on instructional practices to meet individual professional development goals
- Actively participate in professional development, grade level, and community meetings

Last updated: 5/15/25

School and Classroom Culture

- Establish and maintain relationships with students and families based on trust and regular communication; collaborate and communicate regularly with families about academic progress and behavior
- Establish and maintain high expectations and routines for academic work and classroom behavior
- Establish and reinforce expectations and accountability structures to maintain a positive, focused classroom

Additional Responsibilities

- Actively attend to supervision duties and contribute positively to a collaborative school environment
- Perform other duties as required and assigned

QUALIFICATIONS GUIDE:

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

- Bachelor's degree
- Minnesota substitute license or Tier 3 or Tier 4 K-6 Minnesota license
- Growth mindset for students, self, and other adults
- Excellent communication and interpersonal skills and ability to build trust with colleagues, students, and families
- A commitment to racial equity and social justice
- Prospective applicants must demonstrate a clear record of achieving significant gains with their students, and have a strong belief that they can help close the opportunity gap for all

Other Qualifications:

- Bilingualism in Spanish and English preferred
- 2+ years of experience teaching or previous substitute teaching experience
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

Knowledge:

- Knowledge of child development and developmentally appropriate learning experiences for children
- Knowledge of applicable school policies and procedures

Acquired Skills:

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

Abilities:

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Able to communicate effectively and regularly with the grade level team and/or principal regarding questions and concerns
- Organized
- Openness to differing views and objectives
- Excellent judgment in decision making
- Maintain confidentiality of sensitive and privileged information
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Classroom environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

Equal Employment Opportunity Statement:

Hiawatha Academies is committed to providing a workplace free from discrimination and harassment. In accordance with Title VII of the Civil Rights Act of 1964, we do not discriminate in employment decisions on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), or national origin. We value diversity and strive to ensure equal opportunity for all employees and applicants.