

TITLE: Guest Teacher

QUALIFICATIONS:

1. Demonstrate familiarity with school philosophy, programs, and policies
2. Demonstrate ability to work with children and adults to perform assigned duties
3. Demonstrate a growth mindset
4. Effective use of de-escalation skills when working with frustrated parents, students, or staff
5. Adept at building capacity and empowering self-efficacy in others
6. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism.

REPORTS TO: Building principal and Guest Teacher Coordinator

JOB GOAL: To enable each child to pursue his education as smoothly and completely as possible in the absence of the regular classroom teacher

PERFORMANCE RESPONSIBILITIES: (Typical tasks shall include but not be limited to:)

INSTRUCTION OF SUBJECT:

1. Prepares for and teaches classes using lesson plans and schedules as prepared by the regular teacher
2. Consults with the principal before initiating any teaching or other procedures not specified in the regular teacher's lesson plans or Guest Teacher's Guide
3. Be present at and meet with all assigned classes at the location and time specified

SUPERVISION AND DISCIPLINE:

1. Creates and maintains a classroom environment that is conducive to effective learning Supervises students outside the regular classroom as assigned
2. Upholds and enforces rules and regulations set by administrative and district policy

RECORDING AND REPORTING:

1. Promptly completes all assigned or required reports
2. Writes a report to the regular classroom teacher at the end of each teaching day about work completed and student achievement
3. Reports to the principal at the conclusion of the teaching day and verifies whether or not his/her services will be required on the next teaching day

CARE OF SCHOOL EQUIPMENT:

1. Follows appropriate procedures in caring for school equipment.
2. Maintains a classroom that is comfortable, neat, and inviting

PUBLIC RELATIONS: Portrays in dress and conduct, a positive image that complements both the guest teacher and teaching profession

OTHER:

1. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates
2. Performs such other duties as may be assigned by the administrative personnel

TERMS OF EMPLOYMENT: Per diem, at a rate to be established by the Board This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the districtwide administration office.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Print Name _____

Date: _____

Sign Name _____