

Substitute Teacher/Advisor

DEPARTMENT:	TRECA Instructional Team	PAY :	\$90/day
LOCATION:	Remote	TRAVEL REQUIRED:	None
DIRECT SUPERVISOR:	HR Coordinator	POSITION TYPE:	Part-Time/ As-Needed
JOB DESCRIPTION:			
<p>ROLE & RESPONSIBILITIES:</p> <p>TRECA e-learning initiatives include TRECA Digital Academy (TDA) and TRECA Flex, alternatives to traditional schooling that utilize 21st-century technology. TDA provides students with computer technology, allowing them to progress at their own pace.</p> <p>Our substitute teachers help cover for our teachers and our advisors on an as needed basis. Most assignments are 3-5 days at a time.</p> <p>Teacher responsibilities</p> <ul style="list-style-type: none"> - Answer student emails within 24 hours - Enroll students into classes in appropriate learning programs - Answer staff emails regarding student progress - Grading in various student learning programs within 48 hours - Approve student time <p>Advisor responsibilities</p> <ul style="list-style-type: none"> - Assigning final grades - Answering emails in regards to navigation questions - Help students to check progress - Link students with teachers or other appropriate staff members <p>QUALIFICATIONS & EDUCATION REQUIREMENTS:</p> <ul style="list-style-type: none"> ● Current Ohio substitute Teaching License or the ability to obtain one ● Must reside in Ohio ● Experience working in an educational/ office setting ● Technological proficiency; home high speed Internet access ● Ability to multitask and execute duties according to deadlines ● Ability to communicate successfully in both oral and written communications ● Ability to work successfully from a home ● Is discreet and recognizes importance of maintaining confidentiality when handling or conveying information obtained in work setting 			

LAST UPDATED: October 27, 2022