TRECA
107 North Main Street
Marion, OH 43302
Phone: 888-828-4798
Fax: 740-389-6695

Substitute Teacher/Advisor

DEPARTMENT:	TRECA Instructional Team	PAY :	$12 per hour
LOCATION:	Remote	TRAVEL REQUIRED:	None
DIRECT SUPERVISOR:	HR Coordinator	POSITION TYPE:	Part-Time/ As-Needed
JOB DESCRIPTION:			

ROLE & RESPONSIBILITIES:

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.

Our substitute teachers help cover for our teachers and our advisors on an as needed basis. Short term assignments are 3-5 days at a time. Long term assignments are 2 or more weeks.

Teacher responsibilities

- 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

Advisor responsibilities

- Assigning final grades
- Answering emails in regards to navigation questions
- Help students to check progress
- Link students with teachers or other appropriate staff members

QUALIFICATIONS & EDUCATION REQUIREMENTS:

- 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: July 16, 2026