



Title: Substitute Teacher	Reports to: Level Principal	General Status: For a maternity leave
Needed for the 2019-2020 school year.	Date Revised: April 16, 2019	FLSA Status: Exempt

POSITION SUMMARY:

In the absence of the regular teacher, the substitute teacher is responsible for teaching a full load of social studies classes.

PRINCIPAL RESPONSIBILITIES

- Use the required materials and existing schedule to teach a full load of social studies classes. In addition, full time teachers of Middle Learning students are expected to advise students, supervise recess and lunch duty, and work with students during tutorial.
- Designs curriculum, assigns related coursework and tracks student performance; evaluates programs and student progress (conferences, written evaluation, and written daily correspondence).
- Demonstrates an attitude of flexibility with regard to curriculum decisions in order to meet the instructional needs.
- Instructs and encourages individual students; establishes goals for individualized students and small groups.
- Collaborates with colleagues and seeks feedback in the spirit of continuous improvement.
- Supervise students in the activities planned.
- Manage the class and ensure student engagement.
- Provide guidance for learning according to the lesson plan.
- Stay with class at all times to maintain a safe and orderly classroom.
- Take attendance in accordance with school procedures.
- Familiarity with school procedures and regulations.
- Perform other related duties as directed by principal or assistant principal.
- Maintains a professional appearance

Education: Bachelor's degree required	Experience: Prefer 3-5 years of teaching experience in an independent school
Competencies: <ul style="list-style-type: none"> • Demonstrates good judgment in the supervision of students • Maintains punctuality and reliability • Ability to incorporate technology in daily tasks 	Licenses and Certifications:
Specialized Skills and Knowledge:	Working Conditions: <ul style="list-style-type: none"> • General office and classroom conditions
Physical Demands: <ul style="list-style-type: none"> • Lifting up to 20 pounds, standing, walking, sitting, reaching, operating computer and other office and classroom equipment 	Closing date:

