

Substitute Teacher

Department: Schoolwide

Status of Hire: Overseas Direct Hire (ODH) / Local Hire (LH)

Key Reports to: Division Principal

Objective:

Offer instructional and non-instructional support to the classroom teachers and school administration, and in the absence of the classroom teacher:

- Implement instructional plans provided by classroom teacher
- Maintain a class environment favorable to student learning and growth
- Establish rapport with pupils while exercising appropriate classroom management
- Work with administration and teachers to minimize transition challenges from teacher to substitute and substitute to teacher

Minimum Qualifications:

- Bachelor's degree
- State/provincial teaching credential
- Basic technical skills and knowledge of Microsoft Office Suites

Duties and Responsibilities:

- Report to the school office at the beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the principal.
- Carry out a program of study prescribed in the lesson plans left by the classroom teacher.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guide the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Employ instructional methods and materials appropriate for meeting lesson objectives.
- Maintains a neat and orderly classroom (straightens chairs, tables, clears boards, etc...).
- Take attendance in accordance with school procedures.
- Indicates to students at the beginning of class the basic expectations for behavior in the class in accordance with school policies.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students if applicable.
- Ensures that the students are never left unattended in the classroom.

- May perform duties usually required of absent teachers such as lunchroom duty, hall monitoring, bus duty, and other duties.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Know emergency evacuation routes for the classrooms assigned.
- Know procedures for referring students with disciplinary issues.
- Know school procedures and regulations.
- Tutor and assist children individually or in small groups to help master assignments and reinforce learning concepts presented by classroom teachers.
- Supervise students in classrooms, halls, cafeterias, school playgrounds, gymnasiums, or on field trips.
- Provide assistance to students with special needs, such as English Language Learners or those with physical and mental disabilities.
- Requisition and stock teaching materials and supplies when needed.
- Assist with ES textbook/curriculum inventoried and orderly.
- Duplicate and file teaching materials as needed.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Attend staff meetings and serve on school committees as required.
- Performs other related duties as directed by the school principal.

All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.

Application Process:

Interested candidates may apply using the website below:

<https://www.nics.org/accounts/register/>