

Westlake Christian Academy

Substitute Teacher Job Description 2020



Directly Responsible to: Principal or Office Manager

Objective: Manages student learning in accordance with the goals and directives of the school. Substitute teachers are to teach.

Qualifications & requirements:

1. Preferably holds a degree from a four year college or university. Exceptions may apply.
2. Candidate must be at least 18 years of age.
3. Candidate must agree to authorize Westlake Christian Academy to conduct a background check and fingerprinting.
4. Candidate must possess good moral character.
5. Candidate must be a born again Christian who clearly articulates such.

Responsibilities, essential functions and typical tasks:

The minimum performance expectations include, but are not limited to;

1. Responsible for enabling each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.
2. Reports to office upon arrival at school; checks for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary.
3. Assumes responsibility for overseeing pupil behavior in class and surrounding areas.
4. Maintains discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and county policies.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
6. Reviews all plans, duties and schedules to be followed during the teaching day and teaches the outlined lesson.
7. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
8. Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
9. Organizes students for effective instruction.
10. Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
11. Remains in assigned classroom until all students have been dismissed for the day/period.
12. Collects and places students' papers in regular teacher's desk or designated area.
13. Completes a Substitute Teacher Report Form.
14. Checks out with authorized personnel prior to leaving at the end of the day.
15. Returns instructional materials, equipment, and keys to proper place.
16. Determines if his/her services will be required for the next school day.
17. Complies with and supports school and division regulations and policies.
18. Models non-discriminatory practices in all activities.

19. Performs other related duties as assigned by building administrator(s) in accordance with school/division policies and practices.

Knowledge, Skills & Abilities:

1. The ability to follow lesson plans, left by the permanent teacher.
2. The ability to follow oral and written instructions.
3. Teaching capabilities in subject areas.
4. Excellent communications skills.
5. The ability to address the various learning styles of students.
6. The ability to implement strategies, activities and techniques for promoting quality student performance in both academic and social behavior based on student's prior knowledge and experience.
7. The ability to create and maintain a climate of respect and fairness for all students.
8. The ability to demonstrate fair and ethical judgments.
9. The ability to apply appropriate consequences for inappropriate student behavior.
10. The ability to display problem solving, cooperative negotiating skills and conflict resolution strategies.
11. The ability to use classroom instructional time appropriately and wisely.
12. All substitutes are expected to be prompt and reliable, appropriately dressed and groomed and follow all Westlake school policies and guidelines.
13. Able to follow oral and written directions and have the ability to establish effective working relationships with staff and students.
14. Ability to maintain effective classroom management strategies.

Physical Demands & Requirements:

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular Instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days. Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

Evaluation

Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.