

## Substitute Teacher

Reports to Classroom Teacher and Head of School

### Essential Duties and Responsibilities:

In the absence of the full time classroom teacher, the substitute teacher provides instruction, encourages student's progress, and manages the learning environment.

- Implement existing lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate
- Instruct students regarding a variety of classroom topics and courses of instruction
- Follow lesson plans as assigned by the classroom teacher
- Assign reasonable tasks and homework to students in accordance with the lesson plans
- Address the various learning styles of students accordingly
- Model correct use of spoken and written English language
- Demonstrate professional practices in teaching
- For long-term assignments, you may be required to develop lesson plans; create, administer, and grade tests/assignments; participate in parent-teacher conferences; and attend school related functions. **Please note:** activities may occur outside of normal school hours

### Classroom Management

- Maintain classroom control that fosters a safe, positive, Christian environment for all students and staff in accordance the Employee Handbook of Holy Trinity Episcopal School
- Ensure adequate supervision of students and the classroom environment to assure the health, welfare, and safety of all students
- Take all necessary and reasonable precautions to protect equipment, materials, and school property
- Remain in classroom and monitor students at all times
- Report all student injuries, accidents, illnesses, and discipline problems to Head of School immediately
- Supervise students in out-of-class settings (e.g., assemblies, lunchroom, recess)

### Educational Requirements:

Associate's Degree or higher required

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is frequently required to stand; talk in a clear and distinct voice; hear; reach for objects; stoop; kneel; taste; and smell. The employee must occasionally lift and/or move approximately 20 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment will include performing the job in both indoors and outdoors. The noise level in the work environment is usually moderate, but may escalate depending upon the activity.