



Job Title: Building Substitute

JOB SUMMARY:

Working under the direction of the Director of Operations, in consultation with the Principal, the building substitute teacher teaches and supervises students in the event that their regular teacher is unable to lead class. Substitute assignments can be in any grade, subject, or position (teacher, NTA, etc.) from Kindergarten through 8th grade and can be for just a few hours, a day, a week, or sometimes for longer periods depending on the absence period of the regular teacher. Assignments may include subbing for more than one teacher per day (at non-overlapping times). Their duties include managing classroom behavior, quickly interpreting lesson plans and creating reports to inform the students' permanent teacher of their success.

JOB RESPONSIBILITIES:

The minimum performance expectations include, but are not limited to, the following essential functions:

- Report to the main office upon arrival at school to confirm daily teaching assignment
- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Complete all duties, including, but not limited to, arrival and dismissal duties, normally fulfilled by the regular teacher
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Supervise students in and out of the classroom, including in the halls, on the playground and in the cafeteria
- Follow procedures and achieve lesson goals.
- Oversee students outside of the classroom including in the hallways, cafeteria and playground.
- Comply with all school regulations and policies at all times.
- Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Consult with persons in appropriate positions, including peer teachers, to seek information or clarification regarding attendance procedures, lesson objectives, daily schedule, materials and equipment location, usage and daily duties.
- Submit daily attendance to front office, as applicable
- Ensure adequate supervision to assure the health, welfare, and safety of all students at all times (including following all COVID-19 protocols and procedures)
- Ensure classroom and work is kept clean and orderly.
- Oversee the normal classroom rhythms and activities.
- Compile a report for the teacher for when he/she returns.
- Participate in school-wide functions.

- Participate in Professional Development/Training days
- Collaborate with others in weekly meetings
- Maintain the confidentiality of student and school personnel information in accordance with ICS policy and law.
- Perform other assigned and related duties as assigned by building administrator(s) in accordance with ICS policies and practices.

QUALIFICATIONS:

- Commitment to ICS values of equity, courage, community, and growth
- Proven willingness and ability to collaborate with a diverse community of students, colleagues, families, and community members
- Must be flexible, detail oriented and able to follow written and verbal instructions.
- Excellent communication and interpersonal skills.
- Must be punctual and reliable

EDUCATION AND EXPERIENCE:

- Bachelor's degree required
- Experience working in a K-8 school a plus preferred
- Certificate in teaching or substitute teaching preferred