

Job Title: Substitute Teacher

Department: Lower School, Middle School, Upper School

Reports to: Head of School

Description

In the absence of the regular classroom, a substitute teacher provides meaningful instruction and helps students to learn subject matter and/or skills that are required for scheduled lessons.

General Duties

Provides instruction, supervision, classroom management, and discipline; accurate record keeping and timely communication with the Head of School; performance of related duties as required.

Substitute Teaching Requirements

- Report to the Upper School office at beginning of school day to receive schedule of classes and materials and at the end of the school day to return materials as necessary.
- Carry out a program of study prescribed in the lesson plans left by the classroom teacher.
- 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, strategies, and materials that are most appropriate for meeting lesson objectives.
- Maintain a neat and orderly classroom and/or learning space.
- Take and report attendance in accordance with school procedures.
- Ensure that students are never left unsupervised in the classroom.
- Interact with students and staff in a professional and appropriate manner and provide general supervision while on campus.
- Know and adhere to emergency evacuation routes for the classrooms assigned.
- Know and adhere to procedures in the Parent-Student Handbook for referring students who are disciplinary problems.
- Spend the entire class period working with and for the students. No personal or other work of any kind should be done.
- Leave the regular classroom teacher a summary report about how the day went; student and class progress regarding lesson objectives.
- Dress professionally, work collaboratively with other members of the school staff and parents, and uphold all school policies and embrace the mission of John Milledge Academy.
- Know and adhere to school procedures and regulations.
- Perform other related duties as directed by the Head of School.

Qualifications

- Bachelor's degree or Master's degree in special education or related field from a four-year accredited college or university desired;

- Valid, current Georgia teaching certificate or working towards the attainment of such desired;
- Skills in operating and utilizing a variety of programs (RenWeb, Weebly, Renaissance Learning, Turnitin.com, Membean.com, Microsoft Office Suite, SMARTBoard software, etc.) and technology;
- Must be able to pass an initial fingerprint and background clearance check and maintain a valid background clearance check at all times when in the school; and
- Strong interpersonal skills with exceptional oral and written communication skills.