



Long-Term English Language Arts Substitute Teacher

Length of Assignment: January 3, 2017 – February 13, 2017

Status: Temporary, filling in for one leave of absence

Overall Objectives

Instructs students in grades 5 and 6 in English Language Arts using prepared curriculum and materials.

Principal Roles & Responsibilities

Academic Program

- Follows pacing chart and lesson plans of existing curriculum.
- Delivers direct instruction to develop students' fullest acquisition of knowledge, skills, concepts, and appreciation for the subject.
- Monitors and evaluates student academic progress.
- Seeks guidance from Academic Director regarding curriculum and instruction.

Classroom/Behavior Management

- Provides a safe and nurturing learning environment using school-wide behavioral and safety guidelines and policies.
- Applies school and classroom rules consistently and effectively.
- Seeks guidance regularly from the Dean of Students, Academic Director, or Executive Director on behavior and classroom management techniques.
- Monitors student behavior/safety during dismissal.

Communication

- Communicates with students the expectations for academic performance, classroom behavior, and personal management.
- Maintains effective communication with Academic Director; brings issues and concerns to Administration immediately.
- Communicates with parents as needed regarding academic or disciplinary concerns.
- Post news and assignments on classroom page weekly.
- Reads all school communication and responds to emails and phone calls in a timely manner.
- Attends staff meetings and Professional Development workshops.

Professional Conduct

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision and direction.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

Recommended Qualifications

- Bachelor's degree
- Holds a valid MN teaching license in MS Math

Employee Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Salary: Competitive daily pay rate; there are no benefits associated with this temporary position.

Start Date: January 3, 2017