

SUBSTITUTE TEACHER JOB DESCRIPTION

Location: St. John Lutheran School
Job Category: Per Diem

GENERAL DEFINITION

Manages student learning in accordance with the goals and directives of the teacher, church, school, and state.

ESSENTIAL FUNCTIONS/KEY RESPONSIBILITIES

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

- Maintains and respects confidentiality of student and school personnel information;
- Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school and county policies;
- Ensures the adequate supervision to assure health, welfare, and safety of all students;
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities;
- Reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary;
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;
- Organizes students for effective instruction;
- Dismisses all students from the classroom before leaving the building;
- Completes a Substitute Teacher Report Form for the regular classroom teacher;
- Collects and places students' papers in regular teacher's desk;
- Returns instructional materials, equipment, and keys to proper place;
- Complies with and supports church, school and state regulations and policies;
- Performs other related duties as assigned by building administrator(s) in accordance with church, school, and state policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students.
Ability to maintain effective classroom management strategies.

SPECIAL REQUIREMENTS

- Candidate must be at least 21 years of age
- Candidate must have a bachelor's degree, preferably in education

PHYSICAL DEMANDS/REQUIREMENTS

- Duties performance typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas.
- Frequent walking, standing, stooping.

Other physical activities may be required.

- 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.
- 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 is required on assigned days as a substitute.

To apply send your cover letter and resume to:

Mr. Philip Schumaker
18100 Wentworth Ave.
Lansing, IL 60438