



**Position Title:**

Substitute Teacher

**FLSA Status:**

Non-Exempt

**Salary Grade:**

**Pay Grade:**

**Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

**Custom Job Purpose:**

This position exists to ensure that all students learn the basic and essential skills at each grade level.

**Essential Functions of this Job**

**A. Instructional Process**

Plans and implements a program of instruction that adheres to the System's philosophy, goals, and objectives outlined in the adopted courses of study. Makes purposeful and appropriate lesson plan delivery that provides effective teaching strategies and maximizes time on task. Utilizes the lesson plans and implements a program of study designed to meet students' individual needs created by the classroom teacher. Creates a classroom environment conducive to learning by employing various appropriate teaching strategies. Encourages student enthusiasm for the learning process and the development of good study habits. Provides progress and interim reports as required. Follows the substitute folder containing appropriate information as requested by the building principal. Recognizes learning problems and makes referrals as appropriate. Demonstrates a firm grasp of subject matter. Uses practical oral and written expression.



## B. Curriculum Development

Keeps current in subject matter knowledge and learning theory and is willing to continually share this knowledge to improve the school's curriculum. Assists in the ongoing curriculum and learning in the classroom.

## C. Classroom Management

Develops, according to System and building guidelines, reasonable rules of classroom behavior and appropriate discipline techniques that are consistently applied. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities. Share responsibility during the school day for the supervision of students in all areas of the school.

Provides for the management of assigned students when circumstances require a brief absence from the assignment.

## D. Public Relations

Upholds and enforces the Board of Trustee's policy, administrative procedures, and school rules and regulations; and supports them to the public. Maintains appropriate work habits, including regular and punctual attendance and proper use of conference and planning time. Strives to communicate the positive aspects of our school program to the public in word and deed. Works cooperatively with parents to strengthen the educational program for their children. Establishes and maintains cooperative relations with other staff.

## E. Professional Growth

Continues professional growth through attendance at workshops, seminars, conferences, and advanced coursework at institutions of higher learning.

## F. Student Evaluation

Evaluates students' accomplishments regularly using multiple assessment methods such as teacher-made test, a sample of students' work, mastery skills checklists, criterion-referenced tests, and norm-referenced tests as instructed by the classroom teacher. Make appropriate adjustments in the instructional program based on assessed results. Performs duties necessary to maintain the accountability required for the instructional program and as required by the building principal. Respect the confidentiality of records and information regarding students, parents, and teachers according to accepted professional ethics and state and federal laws.



### **Non-Essential Functions of this Job**

Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

Ability to work cooperatively with parents, school districts, and agencies to provide students services. Ability to develop concepts and ideas and relate them both in oral and written form. Knowledge of child development. Ability to administer testing instruments as required. Must possess strong interpersonal skills and can work cooperatively and collaboratively with students, teams, and groups. Must be able to work a flexible schedule to meet the position's needs. Bilingual/biliterate preferred.

### **Education, Experience and/or Certification/License Requirements**

High School Diploma or Equivalent

Must be 21 years of age

Requires sitting, standing, walking, and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external communications, and the public.

### **Physical Environment:**

Requires working indoors in environmentally controlled conditions. It may also require working outdoors, with exposure to outdoor elements, including weather changes, foliage, insects, etc. Requires sitting, standing, and the ability to lift, carry, move, and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds.

### **Local Code:**

9000

### **EEO5:**

### **Approval Date:**

**Date Last Revised: 08/7/2023**

*The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.*