

Loveland Classical Schools Substitute Job Description

Job Title: Substitute Teacher/Classroom Coordinator

Reports To: Site Assistant Principal

SUMMARY: A substitute teacher/classroom coordinator is in a pool of relief staff in the event that a full-time teacher or coordinator is unable to be present during a school day. The rate of pay is \$11.25 per hour. Substitutes report for duties between the hours of 7:15 a.m. and 3:15 p.m.

Minimum knowledge, skills, and abilities required:

- Friendly, positive, and professional attitude, representing the values of the school
- Desire to serve the school and ultimately the students
- Extremely reliable and dependable, possessing good judgment, independence, and the ability to take initiative
- Ability to work in a collegial manner with others
- Ability to provide and receive constructive feedback
- Ability to follow instructions, lesson plans, policies, and procedures
- Ability to operate PC and/or MacBook computers to insure efficiency in all areas of responsibility. This may include word processing, spreadsheets, data entry, and email programs.
- Ability to keep extremely organized files and, in turn, a good paper trail
- Ability to value respect and confidentiality

Essential duties and responsibilities:

- Supervision of students
- Plans, organizes and executes all responsibilities pertaining to K-12 program
- Fulfills all responsibilities and duties of a classroom teacher or classroom coordinator, including following curriculum guidelines, and maintaining effective classroom management.
- Follows prepared lesson plans left by the absent teacher or coordinator
- Fosters a positive, professional relationship with staff members
- Fosters a positive, professional relationship with the parents and community members
- Must be an effective communicator; will interact with students through discussions and demonstrations, will interact with parents, colleagues, and administrators
- Daily contact with students, instructional staff, classified staff, building administrators, and parents
- Supervise the daily activities of students in employee's care
- Other duties as assigned

DIVERSITY OF DUTIES: Duties are of a somewhat diversified nature but within a particular field of endeavor where employee is responsible for choice of action within prescribed limits or precedents. Duties require the use of independent thinking and judgment.

Minimum Job Requirements

- Bachelor's Degree.

Desired Job Characteristics

- Prior experience in education
- Knowledge of and/or experience teaching Core Knowledge/classical curriculum preferred

Employment Information

- This is an AT-WILL employment position. This means that the employee may be discharged for any reason or no reason at any time at the will of the school.
- This position will be non-exempt, meaning that the employee must be compensated for all hours worked over 40 hours per week, at the premium (time-and-one-half) rate of pay.
- LCS is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, creed, color, age, sex, religion or national origin.

While this position description describes the primary function of the position, it is not a complete description of all responsibilities. As a school, we require flexibility and cooperation.