**Job Title:** Substitute Teacher  
**Reports To:** Site Principal  
**FLSA:** Non-Exempt, $12.25/hour

**Summary:**

The substitute teacher/classroom coordinator is considered relief staff in the event that a full-time teacher or coordinator is unable to be present during a school day. Substitute teachers report for duties between the hours of 7:15 a.m. and 3:15 p.m. and may be called to work at either school location.

**Duties & Responsibilities**

1. **Supervision of students**
   - Support student behavior and discipline procedures
   - Contact parents and administration when necessary
   - Complete, file and organize discipline reports
   - Maintain awareness of consistency by teachers within the classroom

2. **Maintains organizational system for academic instructors including but not limited to the following:**
   - Take attendance
   - Follows prepared lesson plans left by absent teachers, including following curriculum guidelines, and maintaining effective classroom management
   - Collect and distribute materials from teacher and students
   - Grade and record homework
   - Organize student folders
   - Ensure classrooms are adequately prepared for academic instruction
   - Maintain cleanliness of classroom
   - Ensure absent students receive assignments and instructions

3. **Command of the English language**
   - Ability to speak and write lucidly and grammatically
   - Ability to correct students in writing and in speaking

4. **Supervision of students including but not limited to the following:**
   - Escort students to the nurse, restroom, and special classes
   - Monitor student activity during lunch and recess
   - Plan and supervise indoor recess
   - Prepare for potential emergency situations
   - Student mediation and conflict resolution
   - Be available to students for miscellaneous needs

5. **Reinforce communication between parents and teachers**
6. **Support efforts of teachers to assist struggling students**
7. **Cover for teachers due to an absence**
8. **Cover for general clerical support if not substituting for a teacher.**
9. **Create and deliver instruction support with guidance and direction of teacher**
10. **Implement and demonstrate character values in class**
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 a computer 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

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 judgment and thinking.

Education and Experience
- Bachelor’s Degree Preferred
- HS Diploma or Equivalent

Employment Information
- This is an AT-WILL employment position.
- This position will be non-exempt and is eligible for overtime 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.

Work Environment
The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 15-25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.