



Loveland Classical Schools

Loveland Classical Schools assists parents in developing young minds with virtuous character, critical thinking skills, and a passion for learning to become exceptional community stewards.

Job Title: Substitute Classroom Coordinator

Position Type: Part-Time, as needed

Pay Range: \$13.25 per hour

Location: Lyceum (K-5) Campus

Reports To: Site 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. Substitutes report for duties between the hours of 7:15 a.m. and 3:15 p.m.

DUTIES AND 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



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8. Create and deliver instruction support with guidance and direction of teacher
9. Implement and demonstrate character values in class
10. Ability to speak and write lucidly and grammatically
11. Other duties as assigned.

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/or EXPERIENCE

- Bachelor's Degree Preferred
- HS Diploma or Equivalent

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 exempt, meaning that the employee is not entitled to overtime pay.
- *While this job 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.*

HOW TO APPLY:

Please visit www.lovelandclassical.org to view all of our Employment Opportunities



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PAY AND BENEFITS:

Pay: \$13.25 per hour

Benefits:

- 401(k)
- Sick Time

Loveland Classical Schools is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.