

Our Lady of Guadalupe School

Substitute Teacher Job Description

Summary: Instructs student and facilitates their learning in the absence of the regular teacher in a Catholic School environment.

Essential Duties and Responsibilities:

- Provides classroom instruction to students as outlined in lesson plans
- Creates a classroom that is conducive to learning and appropriate to the maturity and interests of the students
- Maintains and respects confidentiality of student and school personnel information
- Maintains a safe and orderly environment
- Maintains established routine of the school and classroom procedures which they are assigned
- Maintains a professional appearance as an example to students
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Maintains discipline and classroom control that foster a safe and positive learning environment for all students and staff in accordance with the school
- Maintains reasonable rules of conduct which encourage self-discipline and responsibility
- Communicates effectively with parents if needed
- Meets and instructs assigned classes in the locations and time designated
- Report all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as is reasonably possible
- Collects and places students' paper on regular teacher's desk
- Returns instructional materials, equipment, and keys to proper place
- Completes all other assigned duties

Education and Experiences:

Bachelor's Degree

Certificates/Licenses:

CBEST (The California Basic Educational Skills Test) – minimum qualification

Teaching Credential

Knowledge, Skills, Abilities:

- Ability to implement lessons based on school objectives and student needs and abilities
- Ability to communicate using correct grammar
- Ability to both orally and in writing to present information effectively and respond appropriately to questions
- ability to maintain effective classroom management strategies
- Ability to establish and maintain effective relationships with students, staff and parents through oral and written communication