



LONG-TERM SIXTH GRADE SUBSTITUTE TEACHER

*Position to be filled beginning in September through end of 2019.

Education and Experiences: Bachelor's Degree

Certificates/Licenses: Teaching Credential, Multiple Subjects

Please send a cover letter, resume and references to Julie Tipton, Principal

Email: jtipton@olqa.org

JOB DESCRIPTION

Summary: Instructs students 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 in language arts, science, and math.
- Creates a classroom that is conducive to learning
- Maintains and respects the confidentiality of student and school personnel information
- Maintains established routine of the school and classroom procedures
- 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 fosters 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
- Report all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as is reasonably possible
- Creates lesson plans in accordance with school procedures
- Grades student work in a timely and meaningful manner
- Completes all other assigned duties

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