



Job Description

Position:	Substitute Teacher	Department:	Instructional
Reports to:	Substitute Coordinator	Location:	CMO
Hours:	7:15 am – 4:30 pm	FLSA Status:	Non-Exempt

Mission Statement

Uplift's mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.

Summary

Substitute teachers provide scholars with specified learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. The substitute teacher is responsible for learning continuity, maintaining classroom management, and delivering behavior strategies for the safety and welfare of all scholars. Substitute teachers are required to work a minimum of two (2) assignments each week in order to maintain employment with Uplift Education.

ESSENTIAL DUTIES & RESPONSIBILITIES

School Responsibilities

- Arrives at school 15 minutes before carline and is available for assigned duties or set-up (7:15 am)
- Stays at school until time designated by School Director/Managing Director or until teacher's duties are fulfilled
- Performs necessary extra duties including but not limited to carline, breakfast/lunch duty, and afternoon duties.
- Chaperones field lessons and field trips
- Communicates with appropriate staff & reports to appropriate administrators
- Abides by all state and federal mandates in reporting sexual or physical abuse and neglect
- Upholds the code of conduct and all school policies
- Maintains and supports a positive professional school culture
- Models employee behavior within the Code of Conduct as outlined in the Uplift Employee Handbook
- Understands that there must be no harsh, cruel or unusual treatment of any scholar, including inappropriate physical and verbal responses
- Supports and follows directives of campus administrators
- Understands specific communication protocol for behavioral issues
- Works with grade level to address and resolve student issues
- Understands and follows all school safety protocols and procedures

Classroom Responsibilities

- Effectively teaches the adopted curriculum, the Uplift curriculum and the International Baccalaureate components
- Upholds all school policies
- Executes specific lesson plans to create rigorous and engaging learning environment with the willingness to create or seek out teaching team support to provide lesson plans as needed.
- Sets clear goals to drive instruction
- Maintains a productive, safe, and focused learning environment
- Ability to exhibit classroom management and behavior management strategies
- Ability to execute and model non-physical de-escalation techniques when dealing with high level behaviors
- Creates and provides meaningful and frequent assessments in a timely manner, utilizing the daily planning time to do so
- Provides specified accommodations and modifications for growth and success of all students
- Goes above and beyond to ensure all students are meeting specified standards
- Keeps teacher and administrator well-informed about scholars' progress and provides feedback in accordance with campus guidelines
- Take accurate daily attendance in accordance with attendance program
- Other duties as assigned

Long-Term Substitute Responsibilities

- Works as part of interdisciplinary team planning, aligning and integrating curriculum that will be consistently assessed
- Attends all grade level meetings as required by campus administration
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of 60 hours of college credit completed. Bachelor's degree (B. A./ B.S.) from an accredited college or university preferred. Texas Teacher Certification or be able to obtain such is desired. Applicants should have a minimum of 1 year student teaching experience or be in an approved teacher prep/internship program is preferred.

LANGUAGE SKILLS

Ability to read, analyze, and apply common sense understanding and to carry out instructions in written or oral form. Ability to set priorities. Ability to communicate with all levels of personnel, students, and parents.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should be competent in Microsoft Office applications and ability to learn and use computer software as necessary. Ability to use basic office equipment.

SAFETY DUTIES & RESPONSIBILITIES

Every employee of the school has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.

PHYSICAL / MENTAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and use the wrists, hands and/or fingers. The employee is occasionally required to stand; walk; climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Work at a desk and computer screen for extended periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is low to high and may have frequent interruptions. There may be activity from other employees and students of a distracting nature.

OTHER QUALIFICATIONS

Satisfactory criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job.

Employee’s Signature: _____

Date: _____

Supervisor/Witness: _____

Date: _____