



SUBSTITUTE TEACHER POSITION

Dates of Service:
As needed (short-term)

Daily Pay Rate: \$80/day

MISSION OF CITY ACADEMY

Transforming children, families and our community through exceptional education and bold expectations that empower children to overcome barriers.

SUMMARY OF POSITION

Supports the organization's mission, vision, and values by exhibiting the following behaviors: excellence in competence, collaboration, innovation, accountability, ownership and a commitment to City Academy's community.

- Reports to the Principal

ESSENTIAL FUNCTIONS and ACCOUNTABILITIES

- Reports to school office at beginning of school day (7:45 a.m.) to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the principal.
- Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- Maintains a neat and orderly classroom. Straightens chairs, tables, clears chalkboard, etc.
- Takes attendance in accordance with school procedures.
- Indicates to students at beginning of class the basic expectations for behavior in the class in accordance with Responsive Classroom and City Academy Policies.
- Insures that the students are never left unattended in the classroom.
- May perform duties usually required of absent teacher such as lunchroom duty, hall monitoring, etc.
- Knows emergency evacuation routes for the classrooms assigned.
- Knows school procedures and regulations.
- Performs other related duties as directed by principal



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ADDITIONAL INFORMATION

Qualifications: Undergraduate degree and some teaching experience required

Application should include:

- Resume
- Names and contact information of two references

Please send materials via email to:

Milton Mitchell, Principal

mmitchell@cityacademyschool.org

No phone calls please.