

CENTRAL NINE CAREER CENTER

Job Description

TITLE: SUBSTITUTE TEACHER

QUALIFICATIONS:

1. High School Diploma Required; some college preferred
2. Pass a Criminal History Background Check
3. Excellent verbal/written communication skills
4. Experience working with youth/high school-age students

REPORTS TO: Assistant Director of Central Nine

PAY RATE: \$70.00/day

TERMS OF EMPLOYMENT: As needed, on-call, day-to-day, and not guaranteed work on a regular basis.

BENEFITS: There are no benefits associated with substitute employment.

NATURE AND SCOPE OF JOB:

Carries out primary teacher's substitute lesson plans. Supervises students in classroom setting.

PERFORMANCE RESPONSIBILITIES:

The Substitute Teacher shall:

- Report to the Staff Services office by 7:30 am (or beginning of session) to obtain Crisis Management binder, paper printouts of student rosters, any necessary materials/lessons, and Skyward substitute assignment.
- Maintain classroom environment conducive to learning.
- Take attendance utilizing Skyward Student Management System.
- Be familiar with and implement procedures as found and outlined in the Crisis Management binder.
- Follow the lesson plans left by the teacher, or alert the administrator if there are no plans to follow.
- Report to the Student Services office immediately any of the following incidents:
 - Personal injury to students or staff
 - Serious illness of any student
 - Damage to school property
 - Serious discipline problems or infractions
- Leave a written report of the day/session for the primary teacher to refer to.
- Report to the Staff Services office by 2:30 pm (or end of session) to return the Crisis Management binder and sign off on time sheet.

Please submit an application to:

Mike Quaranta, Assistant Director
mquaranta@central9.k12.in.us

