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**ECS POSITION ANNOUNCEMENT**

**AVAILABLE POSITION: 2021 – 2022 SUBSTITUTE TEACHERS**

**JOB DESCRIPTION:**

A substitute teacher is responsible for providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher. Works under the direction of the classroom teacher, the building principal and the Human Resource Director via the Substitute Clerk (Mrs. Baird). Substitutes are evaluated by the classroom teacher and building principal based on the job they do in the classroom.

**REQUIREMENTS:**

* High School diploma
* Successful experience in the coaching field, with successful experience in the school environment preferred.
* Meet the health and physical requirements and be fingerprinted.

**POSITION DESCRIPTION:**

* Duties and Responsibilities: Teaches scheduled classes. Prepares a written summary of work completed.
* Assumes all duties and responsibilities of the absent teacher.
* Follows the teacher’s written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
* Complies with all building procedures and schedules. Promotes the proper use and care of school property.
* Makes the absent teacher aware of special situations or problems encountered.
* Upholds board policies and follows administrative procedures.
* Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code. Intervenes and/or reports concerns to an administrator.
* Develops and maintains a positive learning environment.
* Works cooperatively with staff and parents.
* Incorporates the effective use of available technology. Upholds computer technology acceptable use policies.
* Respects personal privacy. Maintains the confidentiality of privileged information.
* Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
* Supervises non-classroom duties when assigned.
* Accepts personal responsibility for decisions and conduct.
* Performs other specific job-related duties as assigned.

**QUALIFICATIONS:**

* Education equivalent to graduation from an accredited high school or General Education Certificate (GED)
* Candidate must be at least 18 years of age.
* Ability to follow both oral and written directions and instructions.
* Ability to communicate in both oral and written means.
* Ability to effectively present information and respond to students, parents, and staff.
* Ability to handle stressful situations.
* Ability to maintain confidentiality of student matters.
* Ability to effectively manage time and responsibilities.
* Ability to be professional in appearance, attitude and demeanor.
* Special Requirements:
  + Candidate must attend an orientation/training session (may be online).
  + Candidate must pass a background check and have finger printing.

**POSITION CONTACT:**

For more information, please contact Felecia Baird:

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