

Job Description: Substitute (Guest) Teacher

General Responsibilities: The substitute teacher is responsible for providing instruction and managing the learning environment in the absence of the classroom teacher. Most substitutes work collaboratively with a second teacher in the classroom, as The Common School follows a co-teaching model.

Specific Responsibilities:

- Report to the office upon arrival at the school to check in. Substitutes should arrive 30 minutes before their teaching responsibilities begin.
- Review the plans and schedule for the day and check with the co-teacher (if present) about any modifications.
- Maintain the established routines and procedures of the school and classroom to which assigned.
- Follow the curriculum plans and directions provided by the co-teacher.
- Interact in a professional manner with students and parents*.
- Maintain student confidentiality*.
- Report any questions or concerns to the second teacher in the classroom, the curriculum/learning support coordinator, or the head of school.
- Leave communication with parents and guardians about questions or concerns pertaining to their child to the regular classroom teacher/s, curriculum/learning support coordinator, director of admissions/family relations, or head of school.
- Encourage, monitor, and support student involvement, learning, and social problem solving.
- Assume responsibility for overseeing student behavior in the classroom, during transitions, and in out-of-class settings, such as recess.
- Provide a brief report in writing on the day's activities at the conclusion of each day for the absent teacher.
- Work cooperatively with all school personnel.
- Follow all policies, rules, and guidelines in the Staff Orientation Handbook*.
- Adhere to the established policies and regulations of the Board of Trustees.
- Perform other duties as required.

Knowledge, Skills, and Abilities

Must have knowledge or familiarity with the subject(s) to be taught as well as the age group and knowledge of the principles and methodologies of effective teaching.

Education and Experience

Preferred experience as a teacher. High School Diploma or GED. Relevant experience. Positive job references. CORI check, SORI check passed.

*All substitute teachers will go through an orientation of these policies, rules, and guidelines.