

Substitute Teacher Job Description

Purpose: Any teacher within Soaring Eagles (SE) should have the goal of providing Christ-centered teaching in a safe and edifying environment. Each class will be assigned a teacher and assistant teacher. When either teacher is not available to attend the class, a substitute will be called in.

Scope: Substitute will be assigned by the class periods (some on-call for the first period, second, etc.) As you plan your co-op day, you know the classes you are assigned to teach and then assist. You will also need to keep one hour available to substitute.

Responsibilities:

1. Student safety and proper behavior is your number one priority. Students should not be on their computers or cell phones unless it is necessary for the class (or you are holding a study hall instead of class instruction). All SE class policies should be followed
2. If the teacher left class instructions, the assistant in the class should follow those instructions. The substitute generally should assist the assistant teacher. Should the assistant teacher not be available, follow the teacher's instructions as closely as possible.
3. If there are no instructions and you feel creative, lead the class in discussion, learning games, etc. If you are not able to do that, hold a study hall where the students can quietly work on other schoolwork.
4. Leave a note for the teacher as to what was done, homework collected, behavior issues that might need to be addressed, any other ideas that you wish to communicate.
5. Make sure you leave the classroom as you found it.

Reporting Relationships:

1. Report back to the teacher for whom you substituted
2. Report to the substitute coordinator