

JOB DESCRIPTION

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| JOB POSITION: | Substitute Teacher | SUBJECT: | ALL |
| GRADE: | K-8 | TYPE: | Student Support |
| F/T OR P/T: | PART-TIME | START DATE: | September 2024 |

SUMMARY:

To support the school by filling daily substitute positions and providing classroom management, instruction, and support for students. To deliver lessons in a way that is age-appropriate for the class.

Duties and Responsibilities:

- Works with individual students, small groups, or entire class to support teaching of content
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans
- Takes attendance according to school procedures
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives
- Ensures the safety and security of students at all times, to include awareness of emergency procedures
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which he/she is assigned

- Takes all necessary and reasonable precautions to protect equipment, materials, and Facilities
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as reasonably possible
- Follows the schedule during the school day and follows dismissal procedure as directed by school administrator
- Maintains and respects the confidentiality of student and school personnel information
- Cooperates with other professional staff members
- Collects and places students' work in an appropriate location
- Models non-discriminatory practices in all areas
- Upholds and enforces school rules, administrative regulations and board policy
- Performs such duties as assigned by the building administrator or his/her designee
- Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary
- Performs other duties as assigned by the building administrator or his/her designee

QUALIFICATION REQUIREMENTS:

- Valid New Jersey Substitute Teacher or NJDOE Instructional Certificate
- Minimum of 60 college credits from an accredited college/university
- Experience working with school age and/or special needs children preferred
- Ability to maintain a positive learning environment
- Ability to follow lesson plans left by the permanent teacher
- Ability to analyze problems accurately and adopt an effective course of action
- Ability to work independently, with little direction, exercising good judgment

- Ability to read, interpret, explain, and follow rules, regulations, policies, and procedures
- Ability to maintain confidentiality of sensitive or privileged information
- Ability to operate computers and peripheral equipment and use advanced functions of standard and specialized computer software with efficiency and accuracy
- Ability to communicate effectively both orally and in writing
- Ability to understand and carry out oral and written instructions
- Ability to work at multiple sites throughout the school year

This position may require:

- Exposure to temperature variations and wet conditions.
- Walking and working on uneven and slick surfaces.
- Reaching above and below shoulder height.
- Frequent excessive standing during assigned work day.
- Frequent requirement to lift, carry, push, pull, sit, stand, walk, reach, crouch, climb, balance, kneel, and stoop.
- Cresthaven Academy offers a competitive salary and benefits, commensurate with experience and skills. Cresthaven Academy Charter School is an equal opportunity employer.

Candidates under final consideration will need to provide unofficial transcripts, copies of valid NJ certification, must be able to pass a criminal history background check, and provide documentation of medical clearance (TB/Mantoux testing).