

## **PROFESSIONAL STAFF POSITION**

<b>TITLE:</b>	21 <sup>st</sup> Century Substitute Teacher
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. Must possess an Instructional Substitute Certificate from the NJDOE</li><li>2. Employed as a substitute teacher by the Linden Board of Education</li><li>3. Ability to maintain a positive learning environment</li><li>4. Ability to motivate each student to acquire knowledge of scientific facts and principles during the enrichment component aligned with the STEM theme</li><li>5. Strong interpersonal and communication skills</li></ol>
<b>REPORTS TO:</b>	Supervisor of Before/After School Programs and Site Coordinator
<b>SUPERVISES:</b>	Designated Students within the program
<b>JOB GOAL:</b>	Responsible for maintaining a positive learning environment within the classroom and facilitating activities and lessons related to the Community Learning Center as set forth in the 21 <sup>st</sup> Century Community Learning Center Grant.
<b>RESPONSIBILITIES AND DUTIES:</b>	<ol style="list-style-type: none"><li>1. Responsible for the management of a classroom in the 21<sup>st</sup> Century Community Learning Centers program in accordance with law, administrative code, Board Policies and regulations, and grant specifications.</li><li>2. Ensure students are in assigned classrooms and have signed in.</li><li>3. Responsible for implementing an hourly homework tutorial program to assist after school students with assignments, projects, assessments, study groups, etc.</li><li>4. Instruct an hourly enrichment class on a daily basis in: language arts, mathematics, STEM, social emotional learning, and physical education</li><li>5. Collaborate with the Program Director and Site Coordinator in developing and implementing enrichment lesson plans aligned with the day school curriculum and the New Jersey Student Learning Standards</li><li>6. Responsible to become familiar with 21<sup>st</sup> Century Crisis Plan</li></ol>

7. Performs such other duties as may be assigned by the Supervisor of Before/After School Programs or Site Coordinator

**TERMS OF  
EMPLOYMENT:**

Hourly position sustained through 21<sup>st</sup> Century Grant.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board of Education policy.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.