

Position title:	<i>Substitute Teacher</i>
Reports to:	<i>Principal</i>
Employment category:	<i>As Needed - Part-time</i>
FLSA status:	<i>Non-Exempt</i>
Salary:	<p>Daily Substitute Assignment <i>\$16.25 hour for non-certified teachers</i> <i>\$20 hour for those holding a teaching certification in PA or another state</i></p> <p>Long-term Substitute Assignment (an assignment in the same grade level lasting more than 14 consecutive school days in length) <i>\$20 hour for non-certified teachers holding a Bachelor's degree</i> <i>\$25 hour for those holding a valid teaching certification in PA or another state</i></p>

Position Summary

When called, the substitute teacher will be assigned to cover teacher absences. They will present and teach subject matter across content areas to students K-8 as outlined on substitute plans by the classroom teacher.

The Substitute is expected to challenge, inspire, and actively engage students in their own learning process by teaching both for content and for critical thinking and life character development. Regular and predictable attendance are essential functions of this position.

FACTS school day for the 2021-2022 school year is from 7:30 - 2:30 for students and 7:15-3:15 for teachers. Daily Substitutes will be notified in advance when possible, but should anticipate and be prepared to receive phone calls from our school secretary at 6am asking them to come in and provide substitute coverage.

Responsibilities

Responsibilities of FACTS' instructional staff include:

- Attends work on time when called to be a substitute and is ready to complete the tasks and responsibilities of this position
- Deliver substitute lesson plans developed by teachers
- Develop morning meeting and/or community building lessons
- Enforces school and class rules to support classroom management
- Supervises students in class, between classes, during lunch and recess, and on field trips
- Implements instructional programs to meet individual needs of students in a manner consistent with FACTS' mission statement
- Maintains a school atmosphere in which human and cultural values are shared to the fullest possible extent, and in which attainment of self-reliance, responsible behavior and a positive self-image are of prime importance
- Establishes and maintains high standards for pupil behavior to achieve a functional learning atmosphere
- Maintains accurate and confidential records of all assigned students
- Assists with the administration of all state mandated testing including but not limited to the PSSA
- Proficiency in using basic office equipment and basic computer skills are required.

Qualifications

- Understanding of and support for FACTS' mission is required
- Associated Degree required
- Bachelor's Degree preferred
- Preference given to those with Pennsylvania Teaching Certification or pursuing certification
- Excellent computer proficiency and word processing skills are required
- Genuine desire to work cooperatively with colleagues and the capacity to work effectively with diverse populations is required
- Fluency in another language in addition to English is a plus

Working conditions

The working conditions include:

- Very high levels of social interaction, with daily and consistent work with children and other teachers.
- Working very near others, within a few feet or less, which may result in exposure to diseases and infections, such as colds and influenza.
- Exposure to loud sounds and high noise levels on a regular basis.
- Responsibility for the health and safety of the children in their school.
- Being placed in conflict situations where parents and students might become angry or unpleasant.
- Working as part of a team of educators.

Physical requirements

Teachers are regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

Direct reports

N/A

Date approved:	9/2021
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