

Position title:	<i>Instructional Building Substitute Teacher</i>
Reports to:	<i>Principal</i>
Employment category:	<i>Full-time/10-Month/Salaried</i>
FLSA status:	<i>Non-Exempt</i>
Salary:	<i>This position does not follow the teacher scale. Starting salary w/ Bachelors \$33,000 Starting w/ Teaching Certification PA or other state \$35,000 This position has a salary cap of \$40,000. This position is dependent on grant funding.</i>

Position Summary

The Instructional Building Substitute will be assigned daily to cover teacher absences. Ideally, assignments will last no more than 1 consecutive week in any one class. They will present and teach subject matter across content areas to students K-8 as outlined on substitute plans by the classroom teacher.

On the occasion when no absence coverage is needed, the instructional building substitute will follow a school provided push-in support schedule. It is likely that this will be primarily in science, social studies, art, music, physical education or Chinese language classes. In this role, they will be responsible for supporting the classroom teacher by providing students with the support and guidance they need to succeed.

The Instructional Building 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.

Responsibilities

Responsibilities of FACTS' instructional staff include:

- Attends work on time on a daily basis 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
- Reinforces lessons presented by teachers by reviewing material with students one-on-one or in small groups
- Enforces school and class rules to support the teacher with classroom management
- Assists teachers in preparing for lessons by getting materials ready and/or setting up equipment
- 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
- Develops a cooperative partnership with students and parents based on mutual respect
- 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
- Attends RtI meetings and collaborates with the RtI team regarding academic and behavioral interventions
- Attends staff meetings, in-service meetings, team meetings, grade level meetings, and department meetings, as required
- Participates in in-service education activities provided by the school as well as self-selected professional growth activities
- Performs other duties of an adjunct nature, which are necessary to maintain smooth operation of the school
- Proficiency in using basic office equipment and basic computer skills are required.

Qualifications

- Understanding of and support for FACTS' mission is required
- Bachelor's Degree is required
- 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, parents, and other teachers.
- Communicating with people face-to-face on a daily basis, as well as communication through phone, e-mail, letters, and memos.
- 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:	3/2021
-----------------------	--------