

GCCSA Substitute Teacher Job Description

Application Deadline: Ongoing

We are looking for compassionate Substitute Teachers to cover during planned and unplanned staff absences. The working hours are 8:30-3:00pm. Classroom lessons plans, activities, organization, and management, as well as assisting special needs students.

To be successful as a Substitute Teacher, you should demonstrate patience, compassion, and empathy when dealing with students, as well as professionalism when representing the school. You should have strong management and organizational skills, as well as excellent communication and interpersonal skills.

Substitute Teacher Responsibilities:

- Following Lesson Plan
- Lead classroom, small groups and/or individual instruction and discussions, and reviewing classwork.
- Organizing the classroom and teaching materials, monitoring the classroom during lessons, and minimizing distractions and disruptions.
- Attending to students' physical, personal, academic, and emotional needs.
- Helping students with extracurricular activities and school functions.
- Performing clerical duties, such as tracking student attendance, typing, filing, photocopying.
- Ensuring the upkeep of educational materials, equipment, and supplies.

Substitute Teacher Requirements:

Associate's Degree preferred.

Experience working with children and special needs students.

Excellent communication and interpersonal skills.

Experience with educational software.