

# **NORTH STAR CHARTER SCHOOL**

## **IB World School – International School of Business & Economics**

JOB TITLE: Elementary Substitute Teacher

JOB DESCRIPTION: This employee is responsible for carrying out the lesson plans of the teacher for whom he/she is substituting and meeting the duties of teaching as outlined in laws and policies.

Duties of this position include but are not limited to:

### 1. Programming:

- a. Following the lesson plan left by the teacher for whom he/she is substituting in accordance with district's philosophy, goals and objectives.
- b. Meeting and instructing assigned classes in the locations and at the times designated.
- c. Establishing and maintaining order in the classroom.
- d. Maintaining a classroom environment conducive to effective learning.
- e. Taking all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- f. Assisting in upholding and enforcing school rules, administrative regulations, and School Board Policies.

### 2. Public Relations

- a. Cooperating with school personnel.
- b. Establishing and maintaining cooperative relations with other employees.

### 3. Reporting

- a. Reporting to the principal or his/her designee at the beginning and end of the school day.

### 4. Other responsibilities as directed by the principal.

## REQUIRED QUALIFICATIONS:

1. High School Diploma or equivalent.

## DESIRED QUALIFICATIONS:

1. Bachelor's degree.
2. Experience working with students.

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