



Substitute Teacher

QUALIFICATIONS:

1. All proper licensure, certifications, and clearances to work as a teacher in the Commonwealth of Pennsylvania.
2. All proper licensure, certifications, and clearances to work for MileStone Academy including:
 - A certification in specific area of expertise;
 - Reading Specialist Certification for English and Language Arts Teachers
 - CPR certification – MileStone Academy will provide training if necessary.
3. All necessary clearances, including:
 - a. Child abuse clearance;
 - Criminal Background check;
 - Federal Bureau of Investigation fingerprint check; and
 - School Personnel Health Record with current Pulmonary Tuberculosis (TB) Skin Test.

REPORTS TO: Director of Education

JOB SUMMARY:

To provide students with a safe and effective learning environment in the absence of the regular classroom teacher and to provide students with meaningful and appropriate instruction in accordance with the lesson plans provided.

ESSENTIAL FUNCTIONS:

1. Reports to Director of Education to pick up schedule of classes.
2. Reports to the Director of Education at the end of the day to provide feedback of their day and any issues they may have encountered.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Sets classroom behavior expectations in accordance with MileStone Academy Standards.
5. Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans.
6. Provides classroom teacher with written feedback on the results of the lesson and any student behavior issues.
7. Employs instructional methods that are most appropriate for meeting the unique learning needs of all students.
8. Performs duties usually required of absent teacher such as recess and lunch duty, hall monitoring, etc.
9. Insures that the students are never left unattended in the classroom.
10. Knows emergency evacuation routes for the classrooms assigned.
11. Knows school procedures and regulations.
12. At the end of the day, leaves the classroom in a neat and orderly fashion. Straightens chairs, tables, clears white boards, etc.
13. Performs other related duties as directed by the Executive Director.