



Job Description

Job Title: Full-Time Substitute
Reports to: Principal
Department: Academic

Position Type: Full-Time
Work Hours: 7:45 – 4:00 (M, T, Th)
7:45 – 4:30 (W), 7:45 – 3:30 (F)

Job Overview:

A super sub is responsible for providing classroom coverage for a teacher who is absent. Also assigned tasks as needed by principal. This is a full time position.

Responsibilities and Duties:

- Ensuring student safety.
- Teaching when a teacher is absent.
- Following lesson plans left by the teacher. This will assure continuity of instruction for the students.
- Attending teachers' meetings.
- Helping homeroom teachers with lesson planning.
- Helping homeroom teachers with grading and updating Sycamore.
- Tutoring students in need of academic help.
- Assisting homeroom teacher with small group instruction.
- Maintaining accurate student attendance records.
- Following school rules and regulations.
- Leaving the classroom orderly and clean.
- Enforcing student conduct and discipline codes.
- Handling routine disciplinary problems, and contacting school administration if problem escalates.
- Alerting appropriate personnel of any problems encountered.
- Seeking relevant resources for teachers.
- Maintaining professional attitude and loyalty towards the Academy.
- Maintaining confidentiality about BHA students, their families, and employees.
- Performing any other duties as assigned by the school's principal (i.e. clerical work, lunch, recess, dismissal, monitoring, etc.)

Qualifications:

- High school diploma or equivalent
- Bachelor's degree of related subject from accredited university highly preferred
- Experience is preferred but not necessary for hiring