

Substitute Teacher

The Substitute Teacher is responsible for the educational care and supervision of students in accordance with the DIS vision, mission and values and all formal requirements of substitute teaching staff.

Reports to: Secondary and Primary Principal

Position: 30 hours per week

Responsibilities

- Teach curriculum and lesson plans assigned by the regular classroom or subject teacher
- Follow procedures that achieve lesson goals
- Assign and explain any necessary homework
- Oversee students outside the classroom, including in the hallways and cafeteria as required
- Be familiar and implement any relevant school regulations and policies at all times
- Take attendance and document daily notes
- Compile a report or communication with the absent teacher for when he/she returns to school
- To perform any required administrative duties in support of the school as assigned by the employer

Preferred Qualifications and Requirements

- Bachelor's degree from an accredited college or university.
- Experience of working in a substitute teaching role, school administrative work or relevant work supervising children
- Must be detail orientated and able to follow written and verbal instructions
- Excellent communication and interpersonal skills