

## SUBSTITUTE TEACHER

To implement an effective instructional program in the absence of the teacher so that student achievement will be maximized.

### **QUALIFICATIONS:**

Education/Certification:

- High School Diploma/GED
- CDE Substitute license

### **Special Knowledge/Skills:**

- Possess excellent communication skills.
- Ability to instruct students and manage their behavior.
- Exhibit excellent public relation and interpersonal skills.
- Effective organizational and consensus building skills.
- Understand the value of planning and demonstrate ability to develop and implement short and long range instructional plans
- Understand the various learning styles and competence in delivering instruction appropriate to students' developmental needs.
- Exhibit effective communication skills and techniques, including verbal, nonverbal, and media communication that are sensitive to student differences and needs.
- Follow all policies and procedures of Merit Academy
- Perform other duties as assigned.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

- To follow teacher instructions and lesson plan to provide appropriate learning experiences within the assigned area(s) of responsibility.
  - Create a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students.
  - Guide the learning process toward the achievement of established district curriculum goals.
  - Identify the special needs of students and seek assistance of others as needed.
  - Work cooperatively with special education teachers to modify curricula as needed for special education students.
  - Follow the student behavior plan that is consistent with established administrative policies.
  - Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
  - Abide by work hours of 7:35 am until 3:
- 
- Perform other duties as assigned.

If interested, please submit a cover letter, resume, and copy of your CDE sub license to [hr@merit.academy](mailto:hr@merit.academy).