

THE PUBLIC SCHOOLS
Montclair, New Jersey

JOB DESCRIPTION

Position Title: Substitute Teacher

Qualifications: 1/ Must hold acceptable NJ Certification for the assignment, 2/ Knowledge of assigned area content and content-related pedagogy; 3/ The ability to control classroom activities and create and maintain a climate of respect and fairness for all students; 4/ Ability to follow and/or create lesson plans and instructional activities, 5/ Demonstrated knowledge of effective principles of teaching and learning preferred, 6/ Ability to function effectively in a diverse school community, 7/ Ability to work as part of a highly functioning team; 8/ Required criminal background check and proof of US citizenship or legal alien status; 9/ Ability to work on site during the hours required; 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Responsible to: Building Principal

Primary Function: To replace a regular teacher while the teacher is absent, and implement or create lessons based upon the teacher's plan and/or the abilities and needs of the students in the classroom.

Major Responsibilities:

- 1) To implement an instructional program within the classroom in a manner consistent with policies approved by the Montclair Board of Education and aligned to State mandates;
- 2) Demonstrate a high degree of knowledge of content-related pedagogy relating to the assignment;
- 3) Plan and carry out classroom activities focusing attention on basic skills, key concepts and desirable attitudes and values which help the student develop important skills, increase personal competence and will stimulate him/her to be an ethical and sensitive human being;
- 4) Organize and maintain a pleasant and stimulating classroom environment for learning which provides for individual differences;
- 5) Dresses in attire appropriate for a member of the teaching profession;
- 6) Maintain discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with district policies;
- 8) Check the substitute teacher folder and become familiar with students that have significant health issues and/or allergies and ensure that there is adequate supervision to provide for the health, welfare, and safety of all students;
- 9) Report to the assigned school at least twenty minutes prior to the students' arrival in order to have adequate time to review the teacher's lesson plans, substitute teacher folder, textbooks and assignments for the day.
- 10) Takes all necessary and reasonable precautions to protect equipment, materials, and facilities;
- 11) Report to office upon arrival at school; check the mailbox of absent teacher for materials requiring immediate attention; request clarification of school rules and procedures, if necessary;
- 12) Report all student injuries, accidents, illnesses, and discipline problems to appropriate school personnel immediately or as soon as is reasonably possible;
- 13) Implement instruction and maintain an environment that recognizes and values diverse populations;
- 14) Effectively contribute to and manage an individual program plan for students with special needs;
- 15) Adapt curriculum to meet the varying rates, patterns and needs of all students, including students who extend learning beyond designated outcomes;
- 16) Effectively utilize available technologies;
- 17) Maintain a working relationship with all members of the faculty and other personnel assigned to the school;
- 18) Keep prescribed records for such things as student attendance, evaluations, report cards, discipline records, and documents required by the School Board or Department of Education, and make wise and discriminate use of such records;
- 19) Assume other related responsibilities and duties within the context of the above major responsibilities and/or illustrations of key duties.

Terms: 10 month, salary and benefits as per the Board.