

# Coburg Community Charter Job Description

**TITLE:** Substitute Teacher

**REPORTS TO:** Principal

## **PURPOSE STATEMENT:**

The primary purpose of this position is the instruction and supervision of a diverse group of students keeping within the law, board policies, and administrative regulations. A primary focus is the establishment of a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual student. Instruction and supervision include student guidance, classroom management, and knowledge in subject areas taught and district and state standards. This is demonstrated by appropriate curriculum design, instructional practices, and student progress assessment.

**WORK CALENDAR:** As needed to fill in for teacher(s) on leave

## **OUR MISSION:**

Our mission at Coburg Community Charter School is to create a partnership between parents, teachers, and our community members. Our focus is to provide excellence in an environment that encourages strong positive character, leadership skills, academics, and community involvement. Our *roots and wings* philosophy fosters students' identity and belonging while preparing them to become productive members of society. Our commitment is to provide a unique program that lays a solid foundation upon which our children's intelligence, creativity, social and environmental awareness can flourish. These solid roots will enable our students to soar into a bright future.

## **QUALIFICATIONS:**

- Holds the appropriate license in the state of Oregon under TSPC requirements for the grade level(s) being taught
- Valid First Aid and CPR certificate (training will be provided if necessary)
- Strong desire to support our vision and mission and to work with current curriculum
- Understanding of the basic principles of direct instruction and student engagement
- Mastery of content knowledge in assigned area(s) of instruction as demonstrated by state exam
- Knowledge of theory and practice of student learning styles
- Knowledge of applicable federal and state regulations and statutes, as well as policies and regulations
- Ability to turn best practices into high quality, goal-driven results
- Highly effective writing, oral, and interpersonal skills to communicate with a varied audience

- Data management tools, organizational tools, computer skills (Word, Excel, and PowerPoint, as well as tools within the Google Platform)
- Ability to go above and beyond in support of students as they work to reach their academic and social goals
- Strong classroom management skills and willingness to try new methods

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Deliver instructional activities that facilitate active learning experiences that are consistent with the philosophy, mission, and goals of CCCS.
- Instruct students individually and in groups, using our selected curriculums
- Identify and select different instructional resources and methods to meet students'
- Lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling
- Supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- Maintain a clean, neat, organized and disciplined classroom
- Actively support and enforce all administration policies and rules governing the school and its operation
- Use relevant and provided technology to support instruction.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage
- Work collaboratively with parents/guardians, families, volunteers, and other members of the community to support the success of a diverse student population
- Fulfill all outlined and related functions professionally, timely, and thoroughly
- Manage student behavior in the classroom by establishing and enforcing rules and procedures and utilize school wide Positive Behavior Intervention Systems

### **Long Term Substitute Responsibilities:**

- Plan, prepare and deliver instructional activities that facilitate active learning experiences that are consistent with the philosophy, mission, and goals of CCCS.
- Maintain accurate and complete records of students' progress and development.
- Assign, grade, and provide appropriate feedback on class work, homework, tests, and assignments
- Participate in committee, data team, training, and staff meetings as requested.
- Encourage and monitor the progress of individual students.
- Participate in department and school meetings, parent meetings, and school community activities
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs
- Meet other duties and deadlines as assigned by Administration
- Ensure compliance with the charter contract
- Perform all other duties as assigned

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration

reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department.

### **WORKPLACE EXPECTATIONS:**

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate manner for the assignment and work setting
- Have regular and punctual attendance
- Follow all state and federal laws, CCCS policies, work procedures, and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague or district patron
- All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators and District Standards for Performance
- Follow complaint policy when issues arise
- In addition to any state, district, or Coburg Community Charter School evaluation

CCCS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but does not limit the incumbent or the organization to only the work identified. It is our expectation that each employee will offer his/her services whenever and wherever necessary to ensure the success of our endeavors.

## EMPLOYEE STATEMENT:

- I have reviewed the above position and understand its contents.
- I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.
- I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s).

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Employee Name (Print)

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Date

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Employee Signature

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Date

**Coburg Community Charter School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA)**

**Last Revised: 06/04/2019**