



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

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| Position Title: | Substitute Teacher |
| Payroll/Personnel Type: | 10 Month |
| Job #: | 9001 |
| Reports to: | Principal |
| Shift Length: | 6.5 Hours a Day |
| Union Eligibility: | Eligible |
| Starting Salary: | \$145 - \$175 a day |

Position Summary:

SLPS is seeking talented educators with a broad base knowledge of curriculum and pedagogy on an as-needed basis. In this position, associates are expected to plan, organize, and deliver programs of instruction that support the premise/core belief that all children can learn and implement activities that promote the learning goals and academic expectations, on an as-needed basis. Our diverse student population deserves and appreciates teachers committed and passionate about their work.

Essential Functions:

- Demonstrates instructional concepts using representations such as models, boards, projectors, and other standard or teacher-prepared instructional aides
- Design learning activities that will connect student learning to their physical world and other content areas
- Design learning activities that will allow students opportunities to communicate orally and written with others
- Creates and maintains an inviting, stimulating instructional area with attractive student-centered bulletin board displays, learning centers, and projects consistent with the physical limitations of the teaching area
- Supports the program of study, using a variety of instructional techniques, instructional media, and technology
- Analyzes and uses appropriate data to guide instruction and develop assessments
- Prepare for classes assigned and show written evidence of preparation upon request of the principal
- Demonstrate an overall knowledge of one's discipline(s) that allows him/her to teach to the student's ability levels and learning styles
- Maintain accurate, complete, and correct records as required by law, district policies, and administrative regulations
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students
- Encourage students to set and maintain standards of classroom behavior
- Communicate expectations, criteria for assessment, student progress, and student strengths/weaknesses to parents and students
- Maintain confidentiality of information concerning students, colleagues, and parents
- Demonstrate high standards of professionalism and ethics
- Assist in upholding and enforcing school rules, administrative regulations, and Board policies
- Performs other tasks as assigned



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Knowledge, Skills, and Abilities:

- Possess knowledge of district policies and mandates related to parent involvement, discipline, and student achievement
- Possess a willingness to develop lesson plans and appropriate instructional aides stressing laboratory learning methods
- Possess a willingness to interact on a personal level with parents
- Demonstrate organizational skills related to all Essential Functions listed above
- Demonstrate knowledge and ability to create an effective Parent Resource Center
- Demonstrate patience and compassion with students, staff, and parents in a variety of settings
- Develop trusting relationships with parents, teachers and students
- Work effectively on a team and with parents
- Work collaboratively with peers and others
- Possess knowledge of various cultures' values, behaviors, beliefs, and traditions
- Possess strong and effective written and oral communication and presentation skills with all constituencies
- Passionate about improving public and urban education and driven to make a difference
- Demonstrates initiative and problem-solving capabilities
- Possess a willingness to assess a student's special needs and collaborate with school services and community agencies to meet those needs
- Possess a willingness to modify own professional development plan to improve instructional performance and to promote student learning
- Possess a willingness to collaborate with community agencies

Experience:

- Working with culturally diverse parents and families in an urban educational setting
- Serving effectively in a collaborative team setting

Education:

- Valid Missouri Substitute Teaching Certificate (required)
- Must provide transcripts with a minimum of 36 college credits from an accredited college or university **OR**
- Completion of Missouri's online Substitute training program

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:



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The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

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|-----------------|-------|----------------------|-------|
| _____ | _____ | _____ | _____ |
| Employee | Date | Immediate Supervisor | Date |
| | | | |
| _____ | _____ | | |
| Human Resources | Date | | |

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.