

# Building Substitute 2018-2019 School Year

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## Job Description Requirements:

1. Pennsylvania State Certified
2. Resume, Letter of Interest, Application
3. ACT 34 Clearances, ACT 151 Clearances, and FBI Clearance
4. Must have the ability to effectively solve problems in a professional manner
5. Ability to interact with students, staff and parents in a manner that demonstrates respect and dignity

The Human Resources Office must receive a written statement of interest in the position by 4:00 p.m. on May 11, 2018.

## Non-Discriminatory Policy

Lincoln Charter School does not discriminate on the basis of race, color, religious creed, ancestry, age, familial status, sex, national origin, sexual orientation, or disability. The policy of equal opportunity and treatment applies to every aspect of Lincoln Charter School operations and activities, including admissions and employment practices.

This policy shall be made known to all persons and organizations associated with Lincoln Charter School, to all Educational Placement Services, the Pennsylvania Bureau of Employment Security and all recruiting sources.

Lincoln Charter School is an "Equal Opportunity Employer."

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## **Job Description:**

PA Teacher Certification Preferred

### Description:

In the absence of the regular teacher, the building substitute helps students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms.

Essential Duties: Reports to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials.

Carries out a program of study prescribed in the lesson plans left by the classroom teacher.

Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.

Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.

Employs instructional methods and materials that are most appropriate for meeting lesson objectives.

Maintains a neat and orderly classroom.

Performs other related duties as directed by principal.

Follows sign out procedures as prescribed by the principal.