

The Child's Primary School is hiring one long term substitute teacher, starting early December 2017 through mid-June 2018. The long term substitute will be assigned to our First Grade classroom for the first few months and then transition to our Kindergarten classroom for the remainder of the school year. The goal for the substitute is to lead students towards the fulfillment of their potential by translating TCPS curriculum goals and objectives along with the TCPS philosophy into learning opportunities that will contribute to the skills necessary for success in future endeavors.

ROLES & RESPONSIBILITIES: Substitute Teacher Role

- Implement a program of study that meets the individual needs, interests, and abilities of students within the framework provided by the TCPS curriculum.
- Use effective teaching techniques and materials to implement established curriculum goals and objectives along with meeting individual students' learning styles.
- Monitor and assess student progress in order to provide feedback to students and their parents utilizing the TCPS process for parent communication.
- Communicate to students in a well-organized, age appropriate manner using clear and precise language.
- Assess students' achievement in accordance with TCPS policies and guidelines.
- Participate in meetings and/or conferences related to students when asked.
- Create organized lesson plans that meet the objectives of the curriculum.

Classroom Environment and Student Relations:

- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Implement all TCPS policies and rules governing the development of proper student behavior.
- Implement reasonable classroom rules of behavior and procedure in a fair and non-judgmental manner.
- Create an effective environment for learning that is stimulating, organized and neat.
- Create educational experiences that provide each student the opportunity to develop his/her potential.

Professional:

- Follow adopted TCPS philosophy, policies, and administrative procedures.
- Communicate concerns and ideas with colleagues, students, parents, and community in a professional and ethical manner.
- Assume responsibility for the supervision of students on school property during school hours or in attendance at school sponsored events.
- Maintain professional competence.
- Maintain accurate, complete and legible records as required by law and TCPS policies.
- Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Functions as a member of the appropriate department team.
- Attend staff meetings and school events as needed.

QUALIFICATIONS & REQUIREMENTS:

- Bachelor's degree in Elementary Education or equivalent.
- Teacher Credential.
- Previous teaching experience in early elementary education required.
- Demonstrated knowledge of and proficiency with technology and commitment to the unique role it plays in the educational arena of the 21st Century.

SKILLS:

- Exhibits strong interpersonal and communication skills.
- Creates a responsive and productive working relationship with parents, children, teachers, other staff and the local community by remaining accessible and communicating clearly and concisely.
- Utilizes technology to effectively communicate with staff, parents and the administrative team.

HOURS: Regular hours Mondays through Fridays, typically 8am – 4pm plus attendance at a staff meeting one afternoon per week. Occasional evening and weekend special events may be required.

ORGANIZATIONAL STATUS: Reports directly to the Head of School. Please send resume and cover letter to: Donny Kim, Assistant Head of School at dkim@tcps.org.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.