

DCPS Substitute Teacher (ET-16, Step-01) \$15.00/hr

Substitute teaching offers an opportunity to impact students in one of the most dynamic urban school districts in the country while maintaining schedule and location flexibility. As such, Substitute Teachers are expected to maintain a professional attitude toward their work and always keep in mind the school system's goals. Under the direction of the Principal and other administrative staff, substitute teachers play a critical role in the delivery of high quality instruction in the absence of an ET-15 teacher or paraprofessional aide. Substitute teacher must be able to work the entire duration of their assignment and maybe requested on a daily or long-term basis. This position is a safety-sensitive position. As a result, throughout employment this position will be subject to the Employee Mandatory Drug and Alcohol Testing Policy. Substitute Teachers will report to the Principal during their tour of duty at any DC Public School.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Follows the prepared lesson plan outlines for the course of study. Instructs students through instruction, demonstrations and/or audio visual aids.
- Assigns lessons, corrects papers, hears oral presentations and may be called upon to administer test.
- Keeps attendance records. Maintains discipline in the classroom, playground, etc...
- Responsible for the maintenance of classrooms and all property assigned.
- On long term assignments, devises lesson plans in the assigned subject area provides a wide variety of experiences.
- Reports and discusses any problems encountered while performing assignments to the school administration.

Qualifications

- Bachelor's degree from an accredited college or university
- Two to four years of work experience in education sector
- One to two years of work experience in Early Childhood Education and/or Special Education
- Must be knowledgeable of the regulations in early education classrooms and/or special education classrooms.
- Possesses excellent oral and written communication skills
- Ability to help to implement reasonable rules for classroom behaviors and procedures
- Ability to maintain order in the classroom in a fair and just manner.
- Ability to assist school administration in implementing all policies and rules governing student life and conduct.