

## HOWARD GARDNER MI CHARTER SCHOOL

**Job Title:** Building Substitute

**Reports to:** Principal

**Status:** Exempt; 10-month position

**Overview** Serve as a substitute teacher for needed coverage within the school's K-8 grade classes (Pods), specials, and learning support classes. When not assigned to a specific class, the Principal may assign the position to support the operations of the school and students. Works within the 180-day school year and attends pre-service, professional development, and participation in school events and activities, as scheduled.

### **Responsibilities**

1. Promote the Mission and Vision of the school through daily interactions with students, colleagues, administration, and parents.
2. Create and maintain a nurturing, safe, and academically challenging classroom environment.
3. Enforce the established PBIS schoolwide expectations and classroom behavior among the students for whom you are responsible.
4. Apply the theory of Multiple Intelligences as identified in teacher lesson plans and classroom activities, where applicable.
5. Within the daily lesson plan, adapt teaching methods, instructional materials, and assessments to meet students' varying needs and interests.
6. When appropriate, administer, and grade tests and assignments.
7. Utilize instructional technology and Schoology in the classroom.
8. Observe and evaluate students' performance, behavior, social development, and physical health and communicate that to the regular classroom teacher.
9. Participate in bi-annual environmental education programming that integrates standards-aligned objectives in the natural environment.
10. When needed, participate in field trips to support planned activities and supervise students.
11. If needed, consult with the Principal and/or Director, Student Services regarding planned student interventions or IEP requirements for students within the day's assigned work schedule.
12. Keep abreast of current trends in elementary/middle school education.
13. Participate in ongoing professional development, continuing education, and necessary PDE mandatory training.
14. Perform other duties as assigned when not supporting in a classroom, such as but not limited to, helping with preparation of instructional materials, coverage for student discipline outcomes, back/front office support.
15. Comply with School policies and procedures; submit required reports/forms etc.
16. Attend staff meetings and serve on committees as required.

February 2024

**Qualifications:**

1. High School Diploma required, Bachelor's Degree preferred
2. Valid Pennsylvania Teaching Certificate
3. Required clearances: FBI Fingerprinting, Child Abuse, and PA State Police Criminal Records
4. Completed those trainings required by HGMICS and the Pennsylvania Department of Education.
5. Ability and flexibility to educate K-8 students in diverse subject areas, student ages and changing responsibilities.
6. Willingness to understand and conform to the educational approach espoused in the Schools' mission and vision statements.

**Compensation:**

Building Substitute Salary is 75% of Teacher Salary Scale, based upon experience/education.

Should the Building Substitute be assigned to replace a teacher for more than five consecutive days, then the salary will be adjusted to the teacher scale from the first day of that specific assignment.