



## JOB DESCRIPTION

# FLOATING SUBSTITUTE TEACHER

Position	Reports To	Position Type
<b>Floating Substitute Teacher</b>	<b>Principal</b>	<b>Salary / Exempt</b>
Work Schedule	Salary Schedule	Last Updated
<b>10-Month Position 7:30am – 4:00pm</b>	<b>Set Annually Performance Based Schedule</b>	<b>March 2019</b>

### MAJOR FUNCTION:

This position requires a person who can work with many distractions, interruptions and still accomplish their objectives and meet established deadlines. The Floater is a permanent Substitute Teacher, so the specific job description could include any of the aspects below, depending on when the floater is substituting and for whom. The floater also needs to be versatile enough to substitute for teachers at any age level in the school, including those teaching electives as well as for an Associate Teacher or the Administrative Coordinator. The floater must also be able to take the lead on advancement projects as delegated by the Director or Educational Administrators to maximize the effective use of the non-substitute teaching time, but the extent will depend on how much substituting is necessary.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reports in a timely manner to the administrative office for assignment each morning.
- Reviews all plans and schedules to be followed during the teaching day as provided by appropriate supervisor.
- Maintains as fully as possible the established routines and procedures of the school and the classroom to which assigned.
- Teaches the lesson (s) outlined and described in the substitute teacher's plan as prepared by the absent teacher or School Director.
- Consults as appropriate with the School Director or other appropriate supervisor before initiating any teaching or other procedures not previously specified in the substitute teacher plan.
- Assumes responsibility for overseeing student behavior in assigned classes and in any other supervisory assignments.
- Reports on the day's activities at the conclusion of each teaching day per the routines established by the school.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Uses appropriate technology in teaching and learning processes.
- Demonstrates positive classroom results and trends.



- Understands central concepts, tools of inquiry, and structure of the discipline(s) taught and makes the subject matter meaningful to students.
- Demonstrates respect for students, colleagues, administrators, and parents.
- Models and reinforces self-discipline and responsibility.
- Works effectively with school colleagues, parents, and the community to support students' learning and well-being.
- Understands how students learn and provides learning opportunities that support intellectual, social, and personal development of diverse learners.
- Establishes and maintains a safe and secure classroom environment.
- Manages student misconduct promptly and resolves conflict and crises effectively.
- Uses teaching and learning strategies that reflect each student's culture, learning styles, special needs, and socioeconomic background.
- Uses classroom processes that support effective teaching and learning to promote high student achievement, designing lessons to promote all students engaged in learning all the time through such strategies as active learning, hands-on application, and teacher-student and student-student conversations about the learning.
- Performs such other related tasks and assumes such other related responsibilities as may from time to time be assigned by the Principal.

## **MINIMUM QUALIFICATIONS:**

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Bachelor's degree from a fully accredited college or university is preferred. At least an Associate Degree is required. Preference will be given to candidates who are in possession of, or eligibility for, a Florida teaching certificate. Applicant must be able to pass a Level 2 background check through the Florida Department of Law Enforcement and a reference check prior to being hired. A valid First Aid and CPR certificate issued by an authorized agency **MUST** be obtained within three months of employment.

