

Substitute Teacher

Job Description

Qualifications

- North Carolina Teacher's License is preferred with three or more years of teaching experience is preferred.
- Excellent organizational, teaching, and parent communication skills.

Overview

The role of the substitute teacher at Hopewell Academy is to perform the duties of the classroom teacher who is away. He/she is responsible for ensuring a favorable learning environment that is suitable to the welfare and development of students.

Before the school day begins, the substitute teacher will:

- Arrive early enough to be in position and ready to teach or serve in a duty position by 8:00 AM.
- Report to the office and meet with the administrative assistant or principal.
- Familiarize him/herself with the school layout, classroom procedures and the emergency exit route from the assigned classroom(s). Emergency information and phone numbers are posted in each classroom.
- Familiarize herself/himself with the staff restrooms. The key is available from the administrative assistant.

In the classroom, the substitute teacher will:

- Assume all duties of the regular classroom teacher. This may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal.
- Follow the instructions left by the teacher or alert the administrator if there are no plans to follow.
- Direct the learning procedure in the direction of accomplishing curriculum objectives and goals as implied in the lesson plans for projects, lessons or units assigned.
- Check to ensure that there are sufficient materials and supplies in the classroom to carry out lesson plans.
- Maintain normal classroom routines and discipline procedures.
- Spend the entire class period working with and for the students. No personal work of any kind should be done. The substitute teacher should carry out the

instructions of the regular teacher, including grading daily papers and leaving a summary of work covered.

- Ensure an orderly and tidy classroom.
- Communicate in a positive manner.
- Maintain a positive learning atmosphere in the classroom. Disruptive student conduct in class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher, administrative assistance, or principal.
- The substitute teacher should inform the administrative assistance or principal in cases of:
 - Personal injury to students or staff.
 - Serious illness of any student.
 - Damage to school property.
 - Serious discipline problems or infractions of school rules.

At the close of the school day, the substitute teacher will

- Leave the classroom as neat as possible with things approximately in the same place where they were found.
- Be sure all windows and doors are locked. If the school has issued a key, be sure to return it to the school office prior to leaving the building.
- Leave the teacher a report about how the day went; work that was completed and work that was not.
- Check out at the school office.

Hours:

Substitutes: 8:00 AM – 3:30 PM

Students: 8:30 AM – 3:15 PM

Pay Dates: 15th of the month

Contact Information

Email or mail a letter of interest and current resume as well as information on any special training or certifications to

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