

Lake Forest Elementary Charter School
Substitute Teacher
Job Description

Responsibilities:

- Assumes the responsibilities for instructing classes when a teacher is absent
- Assumes other responsibilities for that teacher during the time the teacher is absent
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned
- Assumes responsibility for overseeing student behavior in class and during lunch and other activities
- Maintains and respects confidentiality of student and school personnel information
- Maintains a discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school policies
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate
- Complies with and supports school regulations and policies
- Performs other related duties as assigned by building administrator(s) in accordance with school policies and practices.

Knowledge, Skills and Abilities:

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

Minimum Qualifications:

Two (2) Years of College

Candidates may forward their resume via email to Leonard Parker lparker@lakeforestcharter.org

Lake Forest is an Equal Opportunity employer.