



Job Description

Job Title: Substitute Teacher

Duties of Teachers:

1. To respect the dignity and rights of all students.
2. To diligently plan, prepare and teach the courses of study as prescribed by the school.
3. To implement teaching strategies that foster a positive learning environment aimed at helping students achieve the learning outcomes.
4. To encourage and engage students in the pursuit of learning.
5. To monitor the effectiveness of the teaching strategies used by analyzing outcomes achieved.
6. To acknowledge and, to the extent reasonable, accommodate differences in learning styles.
7. To participate in individual program planning and implement individual program plans as required.
8. To conduct such assessments and evaluations as are necessary and required to effectively document student progress.
9. To take all reasonable steps necessary to create and maintain an orderly and safe learning environment.
10. To maintain an attitude of concern for the dignity and welfare of each student and encourage in each student an attitude of concern for the dignity and welfare of others.
11. To maintain appropriate order and discipline in the school or room in the teacher's charge and report to senior administration the conduct of any student who engages in or is the victim of severely disruptive behaviour, including any form of abuse, bullying or cyber bullying.
12. To attend to the health, comfort, personal growth, and safety of all students.
13. To report immediately to the Head of School the existence of any infectious or contagious disease or the existence of any unsanitary condition in the school and to perform such duties as are from time to time prescribed by or under the Health Protection Act.
14. To keep accurate attendance records and report absent students as prescribed by school policies.
15. To communicate regularly, effectively and in a timely manner with parents in accordance with the policies and guidelines established by the school.
16. To maintain and demonstrate a high level of professional competence at all times.
17. To serve, to the extent reasonable, on committees, including discipline committees, established within the school to improve student achievement and success.
18. To implement initiatives, programs and courses and participate in training as prescribed by the school.
19. To review regularly with students their learning expectations and progress.
20. To assist the Head of School in maintaining close co-operation with the community.
21. To prepare for use in the teacher's class or classes such teaching plans and outlines as are required by the administration and submit the plans and outlines to senior administration as required.

22. To ensure that all reasonable and expected safety procedures are carried out in courses and activities for which the teacher is responsible.
23. To ensure that all progress reports are fully and properly completed and processed in accordance with school guidelines.
24. To participate in regular meetings with pupils' parents or guardians.
25. To foster a positive atmosphere among students, colleagues and other school staff.
26. To act as an effective and regular member of a duty team.
27. To arrive at school no later than 20 minutes before first class, nor leave earlier than 25 after last class of the day.
28. To accept and subsequently implement constructive feedback from the senior administration regarding areas of professional need.
29. To refrain at all times from publicly criticizing the students, school staff, boards, policies, programs, or facilities of Landmark East.
30. To perform other professional duties such as are prescribed by the Head of School.

Interested in Learning more about becoming a Substitute Teacher? Contact: info@LandmarkEast.org. Please mention in the subject line of your email if you are interested in Elementary, Middle School or High School.

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