



AMERICAN NICARAGUAN SCHOOL

JOB DESCRIPTION: PERMANENT SUBSTITUTE TEACHER

QUALIFICATIONS:

1. College degree with teaching emphasis or completion of teacher preparation program
2. Teaching experience
3. Professional commitment to becoming a "Master Teacher"

REPORTS TO: Secondary Principal

INTERFACES WITH: Students, colleagues, parents, support staff and administrators

SUPERVISES: Students and Student Activities

JOB GOAL: To ensure that each student achieves academic success, develops critical thinking skills, and becomes an ethical individual capable of realizing their leadership potential by making meaningful contributions to society. This goal will be accomplished through following the established plan and commitment to motivating students and working in partnership with parents.

PERFORMANCE RESPONSIBILITIES:

1. To cover classes for absent Teachers and or specialists.
2. Follow Teachers established plans.
3. Participate in grade-level planning meetings.
4. To display evidence of superior preparation for classroom instruction.
 - a) Uses appropriate examples and illustrations to motivate the abilities and interests of ALL students;
 - b) Creates and utilizes appropriate materials for instructional purposes;
 - c) Assesses and adjusts the classroom setting to provide for a variety of learning styles;
 - d) Provides a variety of information which enriches the curriculum;
 - e) Draws from a variety of instructional resources to enhance lessons, instruction, and content is not driven by the basal textbook
5. To display competence and confidence in using media and technology.
 - a) Effectively uses computer instruction for both self and students in order to integrate and enhance classroom lessons;
 - b) Seeks ongoing computer staff development opportunities
6. To plan and implement strategies that encourage student's self-discipline, reinforce appropriate behavior, manage disruptive behavior constructively, and allow for the grouping of students in the most efficient way to support learning objectives.



- a) Skillful in keeping students on the learning task;
 - b) Adaptive, flexible, and creative in situations that are caused by a variety of individual student needs
7. To bring out the best in students by continually monitoring their work
 - a) Returns test results promptly, gives written comments, and provides group and individual feedback on all assignments;
 - b) Provides specific evaluative feedback with reinforcement and encouragement
 8. To motivate students to achieve beyond previous performance levels.
 9. To set high expectations and standards that are appropriate for each student's ability level
 10. To model and encourage multiple cultural awareness and understanding.
 11. To recognize the need for appropriate classroom humor.
 12. To display the ability to create and maintain enthusiasm for the love of learning.
 13. To demonstrate a sincere love for students and seek to celebrate their accomplishments.
 14. To provide leadership in curriculum and instructional development.
 - a) Serves as a role model, takes advantage of opportunities to learn from others, and keeps abreast of developments related to teaching;
 - b) Promotes good working relationships with others through active leadership and sharing of ideas, material, and experiences
 15. To promote good rapport with students, staff, parents, and the community.
 - a) Respects the confidentiality of student and staff concerns.
 - b) Keep parents informed of their children's progress.
 - c) Personal, professional, and learning goals.
 16. To clearly understand and model professionalism.
 17. To work cooperatively with colleagues in order to connect learning across subject disciplines.
 18. To demonstrate accurate and up-to-date knowledge of curriculum and subject matter.
 19. To maintain superior work attendance.
 20. To cooperatively adhere to Board policies and implementing regulations.
 21. To recognize the importance of the after-school activities program and assume responsibilities in that program.
 22. To be self-motivated and assume responsibility willingly.
 23. To be willing to expend effort and energy beyond the typical school day.
 24. Support Elementary Office for coverage purposes.



25. Other duties and responsibilities as assigned.

TERMS OF EMPLOYMENT:

The work day shall be from 6:45 a.m. to 3:00 p.m.

PERFORMANCE EVALUATION:

Job performance will be evaluated by the Secondary School Principal

