

Job Title: In-House Substitute

Supervisor: Sub Coordinator

Term: Full time (but not year-round - student days only) 172 days

Salary: \$20,650 - \$22,400

Classified Non-Exempt Salary Position

Job Expectations: Standing 70%; Sitting 10%; Walking 20%

Benefits: To be identified in offer letter

Responsibilities to include but not limited to:

- Implement teacher lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate
- Provides student oversight for entire duration of assignment
- Maintain accurate and appropriate school records (attendance, etc.)
- Enforce safety procedures
- Instruct students regarding a variety of classroom topics and courses of instruction
- Follow lesson plans as required by school and teacher
- Address the various learning styles of students accordingly
- Model correct school policies, procedures and expectations
- Demonstrate professional practices in teaching
- Maintain classroom management that fosters respect for all stakeholders
- Perform administrative duties such as assisting in hall, cafeteria monitoring and support/clean-up, driveline duties

Knowledge, Skills and Abilities:

- Familiarity with core subjects taught in K12 school districts; basic instructional strategies and techniques; general understanding of student learning styles or modalities
- Communicate effectively with students and staff; establish and maintain cooperative working relationships
- Supervise students and follow established disciplinary practices
- In-depth record-keeping
- Work independently with minimal supervision or direction
- Work collaboratively with others

Qualifications Required:

- Substitute License
 - Bachelor's degree or higher from an accepted, regionally accredited college or university
 - Pass a criminal background evaluation

OR

STEM will sponsor a one-year substitute license if you have:

- High School Diploma or Equivalent with some successful experience working with children
- Pass a criminal background evaluation

Contact STEM's Business office for questions on qualifications.

SUBMISSION DIRECTIONS:

Please submit the following to careers@stemk12.org (include position title and last name in subject line of email);

Fill out this [Application](#). Note, you will need to download this application form, fill it in and save it locally to your computer, then return it via email with the following items:

- Cover Letter
- Resume
- Transcripts
- Letters of Recommendation
- References