



**POSITION:** 7<sup>th</sup> & 8<sup>th</sup> grade Language Arts Substitute Teacher

**REPORTS TO:** Principal or Assistant Principal

**CLASSIFICATION:** Non-Exempt, Part time on-call, as needed

**QUALIFICATIONS:** Minimum of 60 college credit hours from an accredited institution. Bachelor's degree preferred. Classroom experience required.

**FUNCTION:** Plan & implement classroom instruction consistent with St. Mark's mission and philosophy. Create and Maintain classroom atmosphere conducive to learning and provide positive educational experiences for students.

**ESSENTIAL RESPONSIBILITIES:**

- Assume the student supervision responsibilities of the regular teacher.
- Be responsible for accurately reporting homeroom attendance.
- Maintain good classroom control, discipline, and management.
- Follow the lesson plans provided by the teacher.
- Be familiar with school's policies & procedures.
- Ensure adherence to good safety procedures.

This job description in no way implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job related instruction and perform any other job-related duties as requested by any person authorized to give such instruction or assignments.