



Substitute Teacher

Calvary Baptist School, New Orleans, Louisiana, United States

Job-type: Full-time and/or Part-Time

Job Description

Calvary Baptist School seeks to employ substitute teachers who, in the absence of the regular classroom teacher, can help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms.

Performance Responsibilities:

- Carry out a program of study prescribed in the lesson plans left by the classroom teacher.
- Maintain a classroom environment that is conducive to learning.
- Guide the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Utilize instructional methods and materials that are most appropriate for meeting lesson objectives.
- Maintain a neat and orderly classroom.
- Take attendance in accordance with school procedures.
- Indicate to students at beginning of class the basic expectations for behavior in the class in accordance with school policies.
- Insure that the students are never left unattended in the classroom.
- Perform duties usually required of absent teacher such as lunchroom duty, hall monitoring, etc.
- Know emergency evacuation routes for the classrooms assigned.
- Know procedures for referring students who are disciplinary problems.

Other Responsibilities:

- Maintain a vibrant, personal walk with Christ.
- By example, instill in students Christian ideals and values.
- Maintain a high standard of professional conduct.
- Model a strong work ethic by being punctual and dependable on days serving as a substitute teacher.
- Follow the leadership of the Principal.

Qualifications

- Must be at least 21 years of age.
- High school education required.
- Candidate must have excellent interpersonal, verbal, and written communication skills.

Calvary Baptist School

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*Deliberately Christian,
Deliberately Excellent!*