



Job Description

Position: Substitute Teacher

Professional Supervisor: Supervisor of Academic Progress

Administrative Supervisor: School Leader

General Description: Delivers teacher-led instruction in an online/blended learning environment for the purposes of supplemental enrichment, core curriculum and credit recovery to meet a range of educational needs for at-risk and homeless youth.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant Academies Foundation philosophy and mission statement in all his/her school activities
- Differentiates instruction based on students' learning styles and needs and assists students in assimilating information to gain understanding and knowledge
- Uses computers and other technology provided to assist students
- Establishes standards for student behavior that are designed to ensure academic integrity and appropriate uses of the Internet and written communication
- Arranges media and content to help transfer knowledge most effectively in the online environment
- Uses student data to inform instruction, guides and monitors students' management of their time, monitors learner progress with available tools and develops an intervention plan for unsuccessful learners
- Demonstrates effective instructional strategies and techniques that actively engage students in the learning process
- Provides continuous evaluation of students to include pre-and post-testing and student input throughout through each course
- Prepares and administers all standardized tests as directed
- Keeps accurate records on each student such as grade books and progress reports, lesson plans, attendance records, and behavior/discipline records
- Maintains the classroom environment in an orderly fashion that is conducive to effective teaching and learning
- School activities — Teachers are required to attend and/ or participate in such other activities as directed by the School Leader such as: faculty meetings (before or after school hours), open houses, commencement exercises, etc. as these activities demonstrate valuable support for Covenant Academies Foundation
- Acts in accordance to the directives and assignments given by the Supervisor of Academic Progress
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Covenant Academies Foundation manuals pertinent to the position

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of dropout, homeless and at-risk youth that Covenant Academies Foundation serves

- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Minimum of 60 college credits
- Bachelor's Degree preferred
- High Qualified Teaching Certification preferred in one or more of the following areas: English, Math, Science, Social Studies, Foreign Language, Art, Health/PE
- Valid Drivers License
- Excellent technology, oral/written communication skills
- Passion for working with at-risk youth

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time.

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