



## **Salisbury Academy Substitute Teacher**

*Reports to: Division Director*

### **Summary of Position Objective**

A substitute teacher, or sub, teaches and supervises students in the event that their regular teacher is unable to lead class. Their duties include managing classroom behavior, quickly interpreting lesson plans and creating reports to inform the students' permanent teacher of their success.

### **Duties/Responsibilities:**

In order to create an encouraging learning environment for students while their regular Teacher is absent, the substitute teacher will need to effectively manage and instruct the class from arrival to tidying up the classroom after the students have left. Some of the substitute teacher's duties and responsibilities include:

- Follow lesson plans provided by the regular teacher to create a cohesive and consistent learning experience for students
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Supervise students in and out of the classroom, including hallways, playground, arrival/dismissal, lunches.