

## **Odyssey School of Denver**

### **Responsibilities:**

Substitute teachers may be assigned a lead or supporting role in a classroom, depending on grade level, discipline and student needs. The role of the substitute teacher is varied, and requires flexibility, cooperation and collaboration. We seek to hire individuals with a deep respect for children, strong classroom management skills and experience working with diverse populations.

### **Specific responsibilities include, but not limited to, the following:**

- Reports to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials.
- Follows lesson plans from the teacher.
- Creates a safe learning environment.
- Guides the learning process toward the achievement of curriculum goals and learning targets as indicated in the lesson plans for the lessons or projects assigned.
- Employs instructional methods and materials that are most appropriate for meeting lesson plans.
- Maintains a neat and orderly classroom. Straightens chairs, tables, general pickup, etc.
- Takes attendance in accordance with school policies.
- Indicates to students at beginning of class the basic expectations for behavior in the class in accordance with school policies.
- Ensures that the students are never left unattended in the classroom.
- May perform duties usually required of absent teacher such as lunchroom duty, walking students to specials, etc.
- Knows emergency evacuation routes for the classrooms assigned.
- Knows procedures for referring students for disciplinary issues.
- Performs other related duties as directed by principal.

### **Requirements:**

- High school diploma; Bachelor's preferred
- Experience working with children in an educational setting is required.
- A background check is required.
- Sub paperwork and tour required.
- Teaching Certificate a plus.
- Knowledge of EL Education model is a plus.



