MT. VERNON
COMMUNITY SCHOOL CORPORATION

"Engage, Educate, and Empower Today's Students"

Mt. Vernon Community School Corporation

Elementary Long-term Substitute Classroom Teacher

Job Title: Elementary Long-term Substitute Classroom Teacher

Reports to: Elementary Principal

Contract Length: varying

Job Summary:

To plan, organize, and implement an appropriate instructional program in an elementary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the Elementary Principal.

Essential Functions of the Job may Include but are not Limited to the Following:

- Collaborate closely with the grade-level team to implement lesson plans and instructional activities that support established curriculum goals.
- Plan, prepare, and deliver lessons, drawing on existing grade-level resources, team plans, and instructional materials.
- Develop schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary system of the school.
- Provide appropriate feedback on work.
- Maintain accurate classroom records as needed for day-to-day instruction; major reporting requirements may be supported by the permanent teacher and/or team.
- Communicate necessary information regarding student progress and classroom activities to parents, colleagues, and administrators, in coordination with the grade-level team.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies, and school regulations.
- Prepare required reports on students and activities.
- Participate in team, school, district, and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.

- Prepare the classroom daily for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.

Other Functions of the Job include but are not limited to the following:

- Demonstrate flexibility and adaptability in supporting students and collaborating with colleagues.
- Communicate promptly and professionally with parents when needed, often in consultation with the grade-level team or administration.
- Participate in professional learning and activities as appropriate to the temporary role.
- Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
- Other duties as assigned.

Knowledge Skills and Ability Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indiana Substitute Teaching license required (Indiana State Certification in K-4 teaching is preferred).
- Ability to collaborate effectively with a grade-level team and follow established instructional plans.
- Strong communication skills (oral and written) with students, families, and colleagues.
- Ability to establish positive relationships and maintain effective classroom management using schoolwide expectations.
- Flexibility and willingness to adapt to existing structures, curriculum, and schedules.
- Basic knowledge and use of instructional technology.
- Must be punctual and reliable in daily attendance.

Physical Requirements:

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.