MT. VERNON
COMMUNITY SCHOOL CORPORATION

Permanent Building Substitute

Overview:
We are currently searching for a student-centered, confident, and reliable person to join our team as a permanent substitute teacher. If you are a friendly and competent professional with an interest in education and serving students, then we would invite you to apply for this position. Our ideal candidate possesses excellent interpersonal, organizational, and strong communication skills.

Perm Sub Responsibilities Include:

- Adhere to the curriculum and lesson plans assigned by the regular classroom teacher.
- Follow procedures and achieve lesson goals, and assign and explain classroom work.
- Maintain order in the classroom and ensure the learning environment is conducive to student achievement
- Take attendance and document daily notes
- Comply with all school regulations and policies
- Oversee classroom activities and routines, and oversee students outside the classroom setting, including hallways and cafeteria.
- Communicate with regular classroom teachers and related staff, and complete a summary report for teachers.
- 35 hours per week (7.5 hour work day minus a 30 minute duty-free lunch), 180 days.

Perm Sub Requirements Include:

- Must have a high school diploma (or equivalent) or higher degree
- Must be at least 18 years of age
- Must have reliable means of transportation
- Must be detailed oriented and able to follow written and oral instructions
- Excellent communication and interpersonal skills