

Moencopi Day School
POSITION DESCRIPTION

TITLE:	SUBSTITUE TEACHER
EMPLOYMENT:	School Year
SUPERVISOR:	Chief School Administrator
ADHERENCE TO:	Hold a firm belief and commitment to MDS Philosophy, Vision, and Mission.

QUALIFICATIONS

- Required valid appropriate Arizona Standard Elementary Teacher Certificate; must meet all NCLB requirements; endorsements in Early Childhood and Bilingual or SEI.
- Required two (2) years teaching classroom experience at the elementary level; successful track record of high levels of student achievement; demonstrated effective classroom management skills.
- Extensive experience with standards-based instructional planning and lesson delivery; knowledge of and experience with AZ state standards.
- Knowledge of and experience with statewide assessment requirements; ongoing assessment strategies and data gathering, maintenance and use of data to guide instruction.
- Demonstrate a comprehensive knowledge of the computer education areas and have excellent experience in teaching and working with students in the field.
- Required experience with diverse populations, specifically Native American.
- Experience with teacher collaboration teams or teamwork must.
- Computer literate (Interactive Boards) and experience with technology-based assessments.
- Required valid Driver's License, First Aid/CPR Certificate.
- Must pass Federal, State, and Local background check.
- Excellent communication skills; ability to communicate and work well with staff, students, parents, and community.
- Hopi/Native American Preference.

RESPONSIBILITIES CURRICULUM AND INSTRUCTIONS

- 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 sign out procedures as prescribed by the Chief School Administrator.
- Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- Maintains a neat and orderly classroom. Straightens chairs, tables, clears chalkboard/whiteboard, etc.
- Takes attendance in accordance with school procedures.
- Indicates to students at beginning of class the basic expectations for behavior in the class in accordance with Moencopi Day 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, hall monitoring, etc.
- Knows emergency evacuation routes for the classrooms assigned.
- Knows procedures for referring students who are disciplinary problems.
- Knows school procedures and regulations.
- Performs other related duties as directed by the Chief School Administrator.

ACKNOWLEDGEMENT

I acknowledge that I have read, understand, and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT

PRINT NAME _____ SIGNATURE _____ DATE _____

SUPERVISOR

PRINT NAME _____ SIGNATURE _____ DATE _____