



SUBSTITUTE

Smith Vocational and Agricultural High School
Northampton, Massachusetts

Job Details

Job ID: 2728860

Application Deadline: Posted until Filled

Posted: November 10, 2016

Starting Date: Immediately

Job Description

DEFINITION: A substitute teacher is employed on an on call day-to-day basis. Substitutes are expected to fulfill all functions of the substitute position in a satisfactory manner.

BASIC FUNCTIONS: Under the direction of the Principal, to function on call as needed as a substitute, on a day-to-day assignment, at Smith Vocational and Agricultural High School.

ESSENTIAL JOB FUNCTIONS:

- Responsible for continuous supervision of students in the classroom and shop
- Take class attendance, and submit it to the Main Office
- Follow lesson plans effectively.
- Responsible for student academic and vocational growth and development in meeting student academic and vocational needs by providing appropriate and approved instruction.
- Maintain cleanliness of classroom environment.
- Work cooperatively and collaborative with District staff, support personnel, to provide effective learning activities for students.
- Supervise pupils in out-of-classroom activities during assigned work-time, and accept responsibility for maintaining behavior standards school-wide.
- Maintain standards of pupil behavior needed to achieve a desirable safe learning environment in and out of the classroom.
- Provide a classroom climate and learning experience that supports the emotional, physical, social, and mental development of the student.
- Follow all district handbook guidelines and site level regulations/procedures.

OTHER FUNCTIONS:

- Act as a roving substitute to cover classrooms as assigned or directed.
- May be asked to cover half-day or a full day assignment, as needed.
- May be required to perform period supervision, or cover vacant assignments as needed during the instructional day.
- Bi-lingual substitutes may be asked to translate as needed.

KNOWLEDGE OF AND ABILITY TO:

- Read, write, and speak English fluently.
- Follow, and present lessons effectively.
- Maintain a climate conducive to student learning.
- Maintain classroom discipline and apply classroom management strategies.
- Develop and maintain open channels of communication between students and staff.

SALARY:

Substitute Non- Certified Teacher pay schedule: \$70.00 per day for daily assignments; \$35.00 for half-day assignments; Substitute Certified Teacher \$75.00 per day for daily assignments; \$37.50 for half-day assignments.

Position Type: Part-time

Positions Available: 1

- Job Category: Instructional Support > Substitute

Equal Opportunity Employer

Smith Vocational and Agricultural High School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- **ELIGIBILITY REQUIREMENTS:**

The minimum eligibility requirements to submit an application for the Substitute position are the following:

- A high school diploma (or its recognized equivalent, e.g., GED)
- You must be 18 or older
- Proficiency in reading, writing and speaking the English language
- Authorization to work in the USA
- Citizenship, residency or work VISA in United States required

Contact Information

Deb Carver, Administrative Assistant to the Superintendent
80 Locust Street
Northampton, Massachusetts 01060

Phone: 4135871414 x3406

Apply for this job online at <http://www.schoolspring.com/job?2728860>

