

## Substitute Teacher Job Description

All employees at Colorado Military Academy work together to create academic, social, and ethical leaders. Every employee at Colorado Military Academy is expected to deliver exceptional customer service skills to our students, parents, and CMA community. This job description is an overview of duties and is not a comprehensive listing of all functions and tasks performed.

### Duties and Responsibilities

Maintain a positive learning environment and respond to the individual needs of the students.

Implement effective lessons in the absence of the regular Instructor.

Ensure that CMA policies are observed during all activities.

Create a safe classroom environment that is conducive to learning.

Keep all children in the classroom under supervision at all times.

Be familiar with fire exits, safety maps/routes and safety procedures (fire, tornado and lockout/lockdown etc.).

Review notes for the day, take attendance and follow the lesson plans of the teacher.

Maintain confidentiality as defined by the Family Educational Rights and Privacy Act (FERPA).

Demonstrate the ability to adapt to circumstances. Exhibit good judgment and use appropriate language and behavior while on assignment.

Remain on duty for the entire assignment, including the planning time of the teacher.

### Other Duties

Abide by state statutes, board policies and regulations.

Ability to pass a comprehensive criminal history background check

Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Maintain accurate, complete, and correct records as required by law, school policy and administrative regulation.

Leave detailed notes for teacher on any issues experienced during the day.

Other duties as assigned by the Principal.

### Education and/or Experience

Experience in teaching, substitute teaching, or working with youth

Preference giving to those holding or willing to apply for a Colorado Substitute Teaching License

Demonstrate leadership abilities

Strong organizational and coordination skills

Ability to assess grade level needs and plan and organize accordingly

Strong self-starter; able to work with limited direction

Excellent interpersonal skills, conflict management skills, problem solving skills and demonstrated leadership abilities

Excellent verbal and written communication skills are required

Resourceful in generating creative solutions to problems.

### Language Skills

Ability to read and interpret documents such as safety rules, policy and expectation documents, staff agreements, evaluation rubrics, individual mathematics plans, math assessments, and district math report documents. Ability to effectively document classroom observations, analyze data to improve instructional practices and correspond with staff from all levels. Ability to speak effectively before groups of staff, Board of Directors, Administrators and parents.

### Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.  
Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.