



Substitute Teacher Job Description

PRIMARY FUNCTION: Serves in the capacity of a substitute teacher in the absence of the classroom teacher.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required ; college degree preferred
2. Certification/License Required: None
3. Experience: None, Attend required training(s)
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; student management
6. Prefer fluency in one or more of the following languages: English, Spanish, French, Mandarin or German

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Utilizes appropriate procedures for student safety and welfare.
3. Manages classroom and provides instruction according to plans as prepared by the classroom teacher.
4. Uses appropriate behavior management strategies.
5. Performs other duties as assigned by appropriate administrator.

Interested Candidates should provide a resume with contact information to hr@icsatlanta.org. The subject of the email should include the applicant's name and job applying for (Substitute Teacher) along with languages spoken fluently.

Example: Jane Doe – Substitute Teacher. French and English.