



Substitute Teacher - Job Description

Pay: \$100/day

Position Summary:

Teaches and facilitates learning for students at Tulsa Classical Academy by maintaining academic progress, discipline and records. Works with parents and students to provide and implement individualized education to meet the needs of all students.

Education/Experience:

- Bachelor's degree from four-year College or University preferred, not required.
- Teaching experience preferred, not required.

Required Knowledge, Skills, and Abilities (KSAs)

- A passion for children.
- The ability and patience to work interactively with children.
- Basic knowledge of federal and state education laws.
- Computer literate.
- Strong organizational, time management, communication, and interpersonal skills.
- Able to learn and implement teaching curriculum software programs and instruct students on utilization.
- The ability to communicate with all levels of students, parents, administrative staff, and Campus Directors.
- The ability to transition with changes.
- Excellent verbal and written communication skills.
- The ability to manage multiple priorities effectively.
- Travel as necessary.

Responsibilities and Duties:

- Instruct and motivate students in all course study.
- Assign lessons and correct homework.
- Maintain discipline in the classroom.
- Maintain a learning center that is conducive to learning, safe, attractive and stimulating.
- Set a good housekeeping example in the learning center and encourage students to follow this example.
- Inspire students with consistency, care, and interest to build students' self-esteem and promote continued success.
- Praise students, compliment them and encourage them in order to build character.
- Utilize a variety of learning methods to enhance the students' learning experiences.

Equipment Used:

All equipment required to perform jobs duties and tasks previously described.



Physical / Environmental Factors:

The physical demands 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. Tulsa Classical Academy considers applicants for all positions without regards to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. Tulsa Classical Academy is an Equal Opportunity Employer.