



Substitute Education Teacher, K-5 (on call) Job Description

General Functions: Substitute Teachers serve at will when a teacher is on sick leave or personal leave from the classroom. They are not employed for any specific length of time.

Minimum Qualifications:

- High School Diploma or Equivalency.
- Must be eligible for or currently hold a valid New Mexico Substitute Teaching License or Teaching License.

Preferred Qualifications

- Enrolled in Education Department of a University and have completed at least 75 credit hours.
- Bachelor's Degree or Higher Degree/teaching certificate, highly desired.

Duties and Responsibilities:

- Carries out the essence and intent of the teacher of record.
- Acts as surrogate teacher in a classroom and must be able to function in a flexible program in an environment favorable to learning and personal growth, by encouraging students to develop skills, attitudes, and knowledge needed to obtain a good foundation for continuous growth and development; by providing students with experiences which integrate the affective, cognitive and psychomotor dimensions of learning; by establishing effective rapport with students and school staff by assisting in developing positive feelings toward themselves and others.
- Cooperates in the implementation of Raíces program of instruction.
- Guides the learning process toward achievement of curriculum goals.
- Utilizes clear objectives for all lessons, assignments, units and projects in harmony with curriculum goals and communicates the objectives to students.
- Employs instructional methods and materials that are most appropriate for meeting stated objectives.
- Establishes and maintains standards of appropriate student behavior and discipline to achieve a functional learning atmosphere in the classroom and assists in its maintenance campus wide.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Cooperates with other staff and support personnel in helping students with health, attitude, learning and behavioral issues.
- Articulates and facilitates the implementation of the mission and values of Raíces.
- Safeguards confidentiality of privileged information.
- Shares the responsibility for the supervision and care of the school inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationship and works cooperatively with employees, the community and other professionals