



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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|--------------------------------|--------------------|
| <b>Position Title:</b>         | Substitute Teacher |
| <b>Payroll/Personnel Type:</b> | N/A                |
| <b>Reports to:</b>             | Building Principal |

**Position Summary:**

SLPS is seeking talented Educators with a broad base of knowledge in curriculum and pedagogy. In this position, Teachers are expected to plan, organize and deliver programs of instruction that support the premise/core belief that all children can learn and implement activities that promote the learning goals and academic expectations. Our diverse student population deserves and appreciates Teachers who are committed and who have a passion for their work.

**Essential Functions:**

- Develops lesson plans and appropriate instructional aides stressing laboratory learning methods
- Demonstrates mathematical concepts using representations such as models, chalk board, overhead projector, and other standard or teacher-prepared instructional aides
- Design learning activities that will connect the mathematics to the students' physical world, to other content areas, and to prior mathematics concepts
- Design learning activities that will allow students opportunities to communicate mathematically, orally and written, with others
- Creates and maintains an inviting, stimulating instructional area with attractive student centered bulletin board displays, learning centers and projects consistent with the physical limitations of teaching area
- Supports the program of study, using a variety of instructional techniques, instructional media and technology
- Analyzes and uses appropriate data to guide instruction and develop assessments
- Prepare for classes assigned and show written evidence of preparation upon request of the principal
- Demonstrate an overall knowledge of one's discipline(s) that allows him/her to teach to the student's ability levels and learning styles
- Maintain accurate, complete and correct records as required by law, district policies and administrative regulations
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students
- Encourage students to set and maintain standards of classroom behavior
- Communicate expectations, criteria for assessment, student progress, and student strengths/weaknesses to parents and students
- Assesses students' special needs and collaborates with school services and community agencies to meet those needs
- Maintain confidentiality of information concerning students, colleagues, and parents
- Modifies own professional development plan to improve instructional performance and to promote student learning
- Demonstrate high standards of professionalism and ethics
- Assist in upholding and enforcing school rules, administrative regulations and Board policies
- Perform other task as assigned



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**Knowledge, Skills, and Abilities:**

- Possess knowledge of district policies and mandates related to parent involvement, discipline and student achievement
- Possess willingness to interact on a personal level with parents
- Demonstrate organizational skills related to all Essential Functions listed above
- Demonstrate knowledge and ability to create an effective Parent Resource Center
- Demonstrate patience and compassion with students, staff and parents in a variety of settings
- Develop trusting relationships with parents, teachers and students
- Work effectively on a team and with parents
- Work collaboratively with peers and others
- Possess knowledge of various cultures' values, behaviors, beliefs and traditions
- Possess strong and effective written and oral communication and presentation skills with all constituencies
- Passionate about improving public, urban education and driven to make a difference
- Demonstrates initiative and problem solving capabilities

**Experience:**

- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies
- Serving effectively in a collaborative team setting

**Education:**

- 60 college credit hours from an accredited college or university **OR**
- Bachelor's Degree (preferred)
- Valid Missouri Substitute Teaching Certificate

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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**Review/Approvals:**

\_\_\_\_\_  
Employee Date

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Immediate Supervisor Date

\_\_\_\_\_  
Human Resources Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***