

ICAGeorgia Job Description

Job Title: Substitute Teacher

Reports to: ICAGeorgia Principal

Approved by: ICAGeorgia Board

SUMMARY

ICA Georgia offers a Dual Language immersion program in both English and Japanese. We are seeking qualified and passionate full-time paraprofessional to provide instruction and classroom management support to our K-5 teachers. In general, all employees and volunteers work together to fulfill the

ICAGeorgia's mission. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position; however, ICAGeorgia expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and very successful outcomes for our students.

RESPONSIBILITY

The Substitute Teacher supports teachers in meeting the educational and social emotional needs of all students in the classroom and community in the teachers absence.

PERFORMANCE RESPONSIBILITIES:

- ♣ Morning and Afternoon carpool duties.
- ♣ Provides small group and/or individualized instruction to students in accordance with the supervising teacher's lesson plans.
- ♣ Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment.
- ♣ Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students.
- ♣ Monitors students before and after school and during non-instructional transition periods.
- ♣ Adapt teaching methods to fit the needs of each individual student.
- ♣ Supervise students in and out of the classroom including in the halls, on the playground, and in the cafeteria.
- ♣ Provide in class and at home assignments based on the available lesson plan.
- ♣ For long term substitutes, develop lesson plans and assignments consistent with the regular teachers lesson plans..
- ♣ Performs other duties as assigned by classroom teacher or appropriate administrator.

Requirements

EDUCATION:

Bachelor's Degree or higher, preferably in Education. Strong verbal and written communication skills.

General knowledge of subjects.

CERTIFICATION: Must obtain and maintain valid Georgia Paraprofessional Certificate or be eligible for certificate

EXPERIENCE: 1 to 3years

Compensation

SALARY RANGE: Based On Gwinnett County Standards.

FLSA Status

NON-EXEMPT

Employment Category

Classified

Job Type: Part Time

Position Available: 3'

'Work Remotely

- No

Job Types: Part-time, Contract

Pay: \$10.00 - \$20.00 per hour

COVID-19 considerations:

All employees and visitors are required to have a temperature check and wear a mask.