

### **Substitute Teacher duties and responsibilities**

In order to create an encouraging learning environment for students while their regular Teacher is absent, the Substitute Teacher will need to effectively manage and instruct the class from roll call through to tidying up the classroom after the students have left. Some of the Substitute Teacher's duties and responsibilities include:

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- 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 teacher's past lesson plans

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### **Substitute Teacher skills and qualifications**

A strong candidate for the Substitute Teacher position will possess the following skills and qualifications:

- Bachelor's degree or higher, preferably in education
- Strong English verbal and written communication skills
- Excellent interpersonal skills
- Ability to lead and instruct students of all ages
- General knowledge of several subjects
- Ability to adapt plans to specific classrooms
- Flexibility and critical-thinking skills
- Patience