



Position Description

Overview

Job Title:	Substitute School Teacher (Kinder-12th grades)
Classification:	Faculty
FLSA Status:	Exempt
Supervisor:	Dean of Faculty

ESSENTIAL DUTIES & RESPONSIBILITIES

- Use information and data from a variety of sources to understand a student's instructional needs and progress.
- Evaluate and synthesize for instructional practices each student's learning style, motivators, and other factors impacting the student's ability to learn.
- Facilitate individualized strategies to improve learning behaviors and as a drive for instruction.
- Facilitate individualized academic and behavior management strategies to improve learning behavior and as a driver for instruction.
- Collaborate with peers on instructional delivery options.
- Embed student's accommodations and learning goals through instruction.
- Create a positive, achievement-oriented learning environment that encourages student involvement and enables each student to achieve learning goals.
- Use appropriate teaching materials and assistive technologies to facilitate learning.
- Set and reinforce clear expectations and routines that align with the school's overall mission.
- Demonstrate thorough content knowledge.
- Maintain complete and accurate classroom records and protect the confidentiality of the records, including but not limited to consent forms and releases, data collection forms and progress and anecdotal notes.
- Prepare a Substitute Folder that includes all the necessary documents for a successful substitute experience including 3-days' worth of emergency plans.

RESPONSIBILITIES OF EVERY WINSTON EMPLOYEE

- Provide students with positive reinforcement and positive redirection in accordance with *Winston's Employee Handbook*.
- Agree to uphold the mission of The Winston School San Antonio.
- Maintain strict confidentiality of all student and family information and documents in accordance with HIPAA and FERPA.
- Abide by all requirements, policies and standards of conduct as stated in the *Winston Employee Handbook*, *Winston Family Handbook*, and job offer letter.
- Maintain appropriate accreditation data for current accrediting agencies, including but not limited to ISAS.
- Participate in team meetings, professional development, and in-service training.
- Maintain certification credentials and licensing as appropriate.
- Take all necessary precautions to protect the safety of staff, students, and families; equipment; materials, and the facility.
- Perform other duties as assigned, including chaperoning, participation on field trips, assisting with and/or participation in school special events (such as Field Day, Athletic Banquet, Annual Alumni event, school dances, etc.), and other activities or tasks, that may include evenings and weekends, not listed in this job description but requested by Supervisor, Director, or Head of School.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree is preferred but will consider candidates with some post-secondary education.
- Previous teaching experience or substitute teaching experience is a plus..
- Must demonstrate knowledge of the nature and needs of students with ADHD learning differences and neurodiversity.
- Demonstrated knowledge of special education best practices.
- Demonstrated skills in written and oral communication.
- Able to change daily routine to meet the changing needs of students.
- Able to work effectively as a member of an interdisciplinary team.
- Able to stand, move throughout the campus, operate a computer, ascend and descend stairs, stoop, kneel and crouch.
- Able to lift, move or transport equipment and/or furniture weighing up to 20 pounds across campus to various classrooms and events.
- Able to work in outdoor weather conditions.