

Substitute Teacher

FLSA Status: Part-Time or Full-Time (depending on needs); 180 days

Reports to: Curriculum Coordinator, Assistant Director, Director

Job Summary: As a Substitute Teacher at Las Vegas Day School, you will be responsible for providing instruction, managing the classroom environment, and ensuring that lesson plans are followed in the absence of the regular classroom teacher. The ideal candidate should be flexible, adaptable, and capable of maintaining a positive and productive learning atmosphere. Substitutes will be paid a daily rate of \$140.

Essential Job Functions:

- Implement lesson plans provided by the absent teacher or follow school procedures for instruction.
- Manage the classroom effectively to create a positive and supportive learning environment.
- Adhere to the school's policies and procedures.
- Maintain accurate records of attendance and report any issues or incidents to the appropriate school personnel.
- Address the individual needs and abilities of students, providing support and assistance as needed.
- Collaborate with other teachers and staff members to ensure continuity in instruction and classroom management.
- Follow the school's guidelines for behavior management and discipline.
- Participate in professional development opportunities and training sessions as required.

Qualifications:

- Bachelor's degree in Education or related field.
- Valid NV Substitute Teaching License or equivalent.
- Prior classroom teaching experience, as a full-time teacher.
- Ability to successfully pass state and federal criminal background checks and unprofessional conduct inquiries.
- Strong classroom management skills.
- Excellent communication and interpersonal skills.
- Ability to adapt quickly to different classroom environments and instructional plans.
- Reliable and punctual.

Physical Demands:

- Ability to sit or stand for long periods.
- Occasional lifting (up to 25 pounds).