

**Lake Forest Elementary Charter School**  
**Substitute Teacher**  
**Job Description**

**Responsibilities:**

- Assumes the responsibilities for instructing classes when a teacher is absent
- Assumes other responsibilities for that teacher during the time the teacher is absent
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned
- Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities
- Maintains and respects confidentiality of student and school personnel information
- Maintains a discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school policies
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate
- Complies with and supports school regulations and policies
- Performs other related duties as assigned by building administrator(s) in accordance with school policies and practices.

**Knowledge, Skills and Abilities:**

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

**Minimum Qualifications:**

Two (2) Years of College

Candidates may forward their resume via email to Leonard Parker [lparker@lakeforestcharter.org](mailto:lparker@lakeforestcharter.org)

Lake Forest is an Equal Opportunity employer.