

Keystone Academy of Beijing
Job Description and Person Specification

Position:	Substitute Teacher
School Section:	Primary or Middle School
Reports to:	Assistant Head of Primary/Middle School
Qualifications:	Bachelors degree or above

JOB DESCRIPTION

Role Description / Working Relationships

A substitute teacher is hired to teach class(s) at Keystone Academy in the absence of the regular teacher. The job involves instruction, supervision of a class or classes, managing the classroom environment, and promoting student learning. A substitute teacher's lesson plan may differ slightly from the regular teacher's plan, but more often follows the teacher's lesson plan based on the level they are teaching. With the same tasks as the regular teacher, a substitute teacher can give assignments and quizzes, look after the safety of students, enforce discipline in class, and monitor students during recess periods.

Substitute teachers will work under the direct supervision of the Assistant Heads of the Primary and Middle Schools.

General Duties and Responsibilities:

- Teach scheduled classes according to teacher's lesson plan
- Consult with Assistant Head/Head to resolve concerns or questions
- At the end of the day, prepare a written summary of work completed and leave it with the division executive assistant. Particularly important are notes for the teacher of special situations or problems
- Assume all duties and responsibilities of the absent teacher(s)
- Implement effective pupil management procedures and maintain high educational and behavioral standards
- Develop and maintain a positive learning environment
- Work cooperative with other staff
- Incorporate the effective use of available technology
- Maintain the confidentiality of privileged information
- Take precautions to ensure student/staff safety. Never should any teacher leave students unsupervised
- Perform other specific job-related duties as directed
- Comply with Keystone Academy's policies, regulations and procedures

Education Requirements: A bachelor's degree in any course is required for substitute teachers. Some may hold master's degrees in teaching or education. A teaching certificate/credential is desirable/required; the school will also conduct a background

reference check before engaging substitute teachers.

All substitute teachers must be able to.

- deliver instruction in the language of instruction (Chinese or English)
- to handle stressful situations
- be professional in appearance, attitude and demeanor
- be punctual and submit paper work on time

Skills Requirements: A substitute teacher needs to be patient, kind and fair to his/her students. A good sense of humor helps a great deal, especially when dealing with teens. He/she needs to be flexible and consistent to the needs and personality of the student.

Working Conditions: When engaged by the school, a substitute teacher follows a regular work schedule. He/she sometimes attends meetings and cooperates with other teachers on special occasions. While performing required duties, the substitute teacher frequently sits, walks and stands as well as occasionally lifting furniture or curriculum materials.

Salary and Benefits: Daily or short term substitutes are paid an hourly or daily rate, which varies for long-term substitutes. A Substitute teacher is not eligible for insurance benefits, holiday pay, and do not accrue vacation or sick days during the period of service.