



National Blue Ribbon School
since 2012

Substitute Teacher Job Description

Full Time or Part Time: PT

Hours per week: NA—on call

Key responsibilities / day-to-day job functions

- Assume teaching duties for classroom aides and lead teachers during teacher absences including:
- Supervising and managing a classroom of students from PK to 8th grade to keep students safe and maintain a positive learning environment
- Executing lesson plans left by a teacher
- Performing supervisory duties around campus of faculty and staff (lunch monitoring, carline duty, etc.)
- Collaborating with faculty and staff in the building to support all students as a team

Minimum Requirements

- Minimum level of Education: Completed 2 Years of College Education
- Minimum amount of Work Experience: 1 years
- Years of related work experience: 1 years
- Area of related work experience: Teaching in K-12 education

Send resume and letter of interest to: [Pat Kurz, kurzp@icdurham.org](mailto:Pat_Kurz_kurzp@icdurham.org)