

### JOB DESCRIPTION: SUBSTITUTE TEACHER

LOCATION: Pathway Academy, Big Spring, Texas

■ REPORTS TO: Chief Operating Officer

**SALARY:** Board Approved Pay Scale

## **ABOUT US**

At Pathway Academy, we believe in the transformative power of education and are dedicated to unlocking the immense potential within every learner. Our mission is to cultivate an environment conducive for students to become the best versions of themselves through personal connections, individual instruction and servant leadership.

## \* POSITION OVERVIEW

As a Substitute Teacher at Pathway Academy, you will support the academic success and well-being of our students by stepping into classrooms when regular teachers are absent. This role is essential in maintaining continuity of instruction and upholding the positive learning environment we're working hard to build.

This position requires flexibility, strong classroom management, and a commitment to upholding the academic and behavioral expectations of Pathway Academy. You will follow established lesson plans, manage classroom routines and foster a safe, respectful, and engaging learning environment. Substitute Teachers are valued members of our educational team and contribute to our mission of unlocking the potential of every student.

#### **IV** KEY RESPONSIBILITIES

- Implement lesson plans provided by the classroom teacher to ensure consistent instruction.
- Maintain classroom routines and procedures.
- Manage student behavior in accordance with school policies and procedures.
- Supervise students in classrooms, hallways, lunch areas, and other school settings as assigned.
- Communicate effectively with school staff and administration regarding any issues that arise.
- Leave clear documentation or notes for the returning teacher on student progress or concerns.
- Uphold the mission, vision, and values of Pathway Academy in all student interaction.

#### **QUALIFICATIONS**

- High school diploma or GED required; Bachelor's degree in Education or related field preferred. Teaching certification a plus.
- Prior experience working with children or in an educational setting.
- Strong classroom management and communication skills.



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- Ability to follow directions, adapt to different classroom environments, and exercise sound judgment.

# **ADDITIONAL INFORMATION**

Pathway Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

This job description is not an employment agreement or contract and does not alter your status as an atwill employee. The foregoing statements describe the general purpose and level of work assigned to this position; they are not necessarily an exhaustive list of all responsibilities, duties or skills that may be required. Pathway Academy reserves the right to revise this job description at any time without notice.