



Appomattox Regional Governor's School

“Nurturing gifted and talented creative thinkers in the fine, performing and technological arts.”

POSITION DESCRIPTION

Date: June 16, 2022

Job Title: **Substitute Teacher**

Work Location: ARGS – High School

Supervisors: Director/Assistant Director/Office Manager

Terms of Employment: Part-time

Requirements:

Must be at least 18 years old and provide evidence of a minimum of 30 semester hours of college credit. Applicants considered for employment must successfully complete the following background investigations/tests:

- State Police Criminal History Investigation
- Child Protective Services (CPS) Investigation
- Tuberculosis Screening/Test

General Description:

Please note this is a **continuous recruit position**. Current substitute teachers do not need to re-apply. Regular substitute rate of pay is \$95.00 per day and Long Term substitute rate of pay is \$105.00 per day.

Assumes responsibility of all aspects of classroom instruction, assessments and behavior management on a short term or long term basis. Implement teacher created lesson plans or works collaboratively with a team of educators to generate lesson plans, providing differentiated strategies to instruct students at all levels in all content areas.

Knowledge/Skills/Abilities:

Demonstrates ability to communicate with others effectively, both orally and in writing. Demonstrates ability in decision making, problem analysis, conflict resolution, interpersonal relationships, and planning.

Essential Job Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily:

- Follow lesson plans submitted by the regular classroom teacher.
- Maintain classroom management and accountability.
- Use a personal computer to take student attendance.
- Adhere to the policies and procedures in the Substitute Teacher Handbook.
- Performs other duties as assigned by the school administrators.

Physical Demands:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to lift, support, handle or feel objects, tools, equipment, and/or controls, reach with hands and arms, and talk and hear. The employee is occasionally required to stand, walk, sit, climb or balance, and stoop or kneel. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Submit ARGS employment application, resume and three signed letters of recommendation to: Mrs. Veronica A. Kouassi Small, Assistant Director at (804) 722-0200 ext. 110 or email vkouassi-small@args.us.