

Reports To
School Principal

Qualifications/Education: Teaching Degree preferred; College degree expected

Experience: Working with students with IEPs who have diagnosed learning disabilities including dyslexia or language-based learning disabilities and students with ADHD preferred.

Hours: 8:15-3:15

Compensation: \$10-\$15/hour

Job Goal

To help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms in the absence of the regular classroom teacher.

- Reports to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the principal.
- Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- Maintains a neat and orderly classroom.
- Takes attendance in accordance with school procedures.
- Indicates to students at beginning of class the basic expectations for behavior in the class in accordance with school and Horizon Academy policies.
- Ensures that the students are never left unattended in the classroom.
- May perform duties usually required of absent teacher such as P.E. duty, hall monitoring, etc.
- Knows emergency evacuation routes for the classrooms assigned.
- Knows procedures for referring students who may be experiencing disciplinary problems.
- Knows school procedures and regulations.
- Performs other related duties as directed by principal

PHYSICAL REQUIREMENTS

- Significant standing; some walking, moving, stair climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Must have the ability to lift 30 lbs.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job.