

SUBSTITUTE TEACHER

ROLE & RESPONSIBILITIES

The job of a substitute teacher is a challenging one. It requires dedicated and conscientious effort and is far more than that of “baby-sitter”. As a substitute teacher, you will often be given a short notice. This demands that you be flexible, knowledgeable and able to establish rapport with students immediately. This information has been prepared to help you understand the essential aspects of your job.

Substitute Teacher is directly under the supervision of the Section Assistant Principal. He/she is responsible for enabling each child to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

The minimum performance expectations include, but are not limited to, the following responsibilities:

1. Complies with and supports school policies, rules and procedures to which regular teachers are subject.
2. Reports to the office upon arrival at school; requests for clarification of school rules and procedures.
3. Reviews with the designated person, lesson plans, duties and schedules to be followed during the teaching day, implements lesson plans, maintains as fully as possible the established routines and procedures of the school and classes to which you are assigned, while ensuring the integrity of academic time and in a manner which motivates students to learn.
4. Takes and monitors student attendance for each class.
5. Maintains classroom management that fosters a safe and positive environment for all students.
6. Ensures the adequate supervision to assure safety of all students.
7. Reports to the School Nurse student injuries, accidents, illnesses.
8. Reports discipline problems to appropriate authority immediately or as soon as possible.
9. Remains in assigned classroom until all students have been dismissed for the day. For ES, assists elementary school students to find their EDP class and/or after-school activity teacher.
10. Returns instructional materials, equipment, and keys to the section secretaries.
11. Sends Substitute Teacher reflection to the teacher you sub for, and checks out with the section and HR before leaving at the end of the day to find out if your services will be required the next school day.
12. Maintains and respects confidentiality of student and school personnel information.
13. Performs other related duties as assigned by building administrators in accordance with school policies, procedures and practices.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS:

1. Fully qualified to instruct in the school in the absence of the regular teacher.
2. Hold a university degree/ Teaching Certificate (preferred).

APPLICATION PROCEDURE:

To apply for substitute teacher position, you need to fill out an application form and submit the following documents:

1. CV & Cover Letter
2. A copy of diploma and valid teaching certificate (if any)
3. A copy of passport's front page or Thai ID
4. Two Letters of Character Reference
5. 1 passport size photo
6. Police Clearance Report
7. Medical Record

When applying for substitute teacher work, you will be asked to specify the grades and/or subject areas for which you are qualified and willing to teach. Your preferences will be accommodated to the certain extent. Occasionally you might be asked to substitute for grades and/or subject areas you feel less comfortable.

REPORTING & LEAVING CAMPUS

1. Substitute Teachers are expected to report to work at least 20 minutes' prior the beginning of class, on a regular school day no later than 7:00 am, if not instructed differently.
2. When arriving at school, please report to the section office. The section secretary will provide you a Substitute Folder that contains lesson plans, class schedule, duty schedule and other instructions left by the classroom or subject teacher. At this point please ask any questions and clarify your daily assignments. Classroom keys can be obtained from the secretary.
3. Please note, that smoking and consumption of alcohol are **PROHIBITED** on campus.
4. Before leaving work for the day, return the Substitute Folder to the secretary.

SUBSTITUTE TEACHER EXPECTATIONS:

1. Please dress appropriately for the teaching assignment and adhere to RIS professional conduct.
2. Arrive at the school no later than 7:00am or at least 20 minutes prior to the beginning of assigned start time if subbing a partial day.
3. Report to the section office to pick up lesson plans and special instructions.
4. Familiarize yourself with the policies regarding students in the halls and student passes, as well as dress code, phone use, etc.
5. NO student should leave class without your permission and/or pass.
6. Familiarize yourself with duty schedules.
7. Find out how to refer a student to the office.
8. Locate both the fire alarm and fire extinguisher and know the proper drill directions including the location of the posted site evacuation/emergency plan.
9. Check if there might be a student who has a medical problem. (Know the location of the nurse, and take a note of the nurse's extension phone number).
10. Check to see if all the necessary materials you will need are at your disposal. Make copies if needed.

IN THE CLASSROOM:

1. Take daily attendance and period attendance at the beginning of each period.
2. Follow lesson plans as closely as possible.
3. Check seating chart if applicable.
4. Enter the classroom with strategies for classroom management in mind and engage all students in learning.

END OF CLASS:

1. If a teacher provides classroom tools and/or supplies that are to be used by the students, be sure to have all items returned before the students are dismissed.
2. Remind students of homework, if any.
3. Have students clean their desks and the surrounding area.

END OF DAY:

1. Leave the desks, books, and classroom in good order.
2. Shut the windows in the classroom and disconnect any electrical appliances.
3. Write "Substitute Teacher Reflection" and email it to the teacher. Add any comments or additional information.
4. Stop by HR before you leave to process payment.