



Albert Einstein Academy of Ohio

Tuition Free, Public Community Schools K- Lakewood, North-Olmsted, and Strongsville 440-471-4982 / 440-617-6809 fax
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*Kristen Thomas, M.S.
Superintendent of Schools*

Job Description

Albert Einstein Academy of Ohio, Inc. Long Term Substitute Teacher

Board adopted September 2017 Revised/re-adopted February 2018

Revised/re-adopted September 2019

Revised/re-adopted April 2020

Performance responsibility:

- The long-term substitute teacher is responsible to provide classroom coverage for a teacher on extended leave or short-term coverage. This position will cover the hours of the absent teacher while they are out of the building.
- Prepares daily lesson plans and makes them available to the Principal for weekly review.
- Communicates with parents and/or legal guardians on student progress regarding expectations; student achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals to provide feedback to students, parents, and administration. Keep all electronic grading updated weekly.
- Collaborates with instructional staff, other school personnel, parents, and a variety of community resources to improve the overall quality of student outcomes.
- Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments to provide an effective program that addresses individual student requirements/needs.
- Instructs students to improve their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments.
- Participate in a variety of meetings and professional development activities to gather information required to perform functions and to improve student achievement.
- Prepares a variety of written materials to document student progress and meeting mandated requirements.
- Completes other tasks as assigned by the Principal or Administrator.

Education and experience

- Bachelor's Degree
- Current valid Ohio teaching license
- Knowledge of State Standards and Extended Standards
- Successful completion of a background check

- Ability to work well under pressure as well as effectively prioritize and execute tasks to meet deadlines consistently.
- Understanding and ability to manage confidential information
- Exemplary written and verbal communication skills
- High ethical standards with personal integrity with the ability to convey a positive public image.
- Cultural sensitivity and responsiveness.
- Ability to work on accomplishing multiple goals simultaneously.
- Strong interpersonal and communication skills.
- Effective communicator (oral, written, using communication tools such as texting, email).

Essential Job Functions:

- Must be able to travel between district facilities when scheduled to do so
- Must be able to lift 25lbs.
- Must be able to function in a typical school setting.
- Mobility within the school including movement from floor to floor.
- Travel via car may be required to perform this job.
- Must be able to work more than 40 hours per week when school or district needs warrant
- Must be able to access information using a computer.
- Effectively communicate, both up and down the management chain.
- Effectively cope with stressful situations
- Strong mental acuity
- Regular, dependable attendance and punctuality are essential functions of this job.
- Other essential functions and marginal job functions are subject to modification.
- Long term substitute may be considered for daily subbing positions in all AEA campuses when long term assignment is finished.

Equal employment opportunity:

It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition, genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.