



# GOODWATER MONTESSORI

## *Public Charter School*

### Guest Guide (Substitute Teacher) Job Description

Reports to: Superintendent, Director of Instruction, or designee. Dotted line responsibility with a Montessori Coach for training purposes.

#### **SUMMARY**

Reporting to the **Superintendent/CEO or designee**, the **Guest Guide (Substitute Teacher)** is responsible, in the absence of the permanent teacher/Guide, to provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Also, provide instruction so as to enable students to develop competencies and skills to function successfully in society. The Guest Guide should be willing to learn the Montessori methods and culture.

#### **Qualifications:**

- Education equivalent to completion of high school AND one of the following: completion of two years of study at an institution of higher education, or an Associate of Arts (AA) or higher degree, OR completion of a formal substitute teaching preparation course, OR a combination of education and/or related work experience (i.e. day care, private school teaching, summer camps, substitute teacher work, teaching assistant, etc.) equivalent to two years.
- Knowledge of subjects assigned.
- General knowledge of curriculum and instruction and a willingness to learn Montessori methods
- Ability to instruct students and manage their behavior.
- Strong organizational, communication, and interpersonal skills.
- Ability to interact confidentially and professionally with volunteers, students, parents, faculty, and staff.
- Ability to efficiently manage multiple tasks and priorities.
- Ability to work collaboratively and cooperatively with diverse stakeholders.
- Ability to comply with workplace guidelines and attendance requirements.
- Ability to contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Must possess the ability to successfully pass a criminal background check.

## Essential Skills and Knowledge

- Knowledge of applicable school policies and procedures.
- Knowledge and understanding of complexities of building collaborative structures in the educational environment.
- Skill in using technology as a learning tool in all content areas.
- Skill in engaging others in collective inquiry and problem-solving.
- Skill in communicating effectively with various stakeholders.
- Ability to organize and prioritize work responsibilities.
- By following lesson plans, present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Plan and supervise assignments of teacher assistants when necessary.
- Be a positive role model for students, support the mission of Goodwater Montessori School.
- Create classroom environment conducive to learning and appropriate for the physical, social and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and abide by employee handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Establish and maintain open communication and professional relationship with parents, students, administration and educators.
- Use effective communication skills to present information accurately and clearly.
- Keep informed of and comply with state, local, and school regulations and policies for classroom teachers.
- Compile, maintain, and file all reports, records, and other documents required (examples may include but not limited to student observations, completing attendance procedures, and filling out substitute teacher report).
- Attend and participate in faculty meetings when serving as a long-term substitute.
- Record and turn in any money to the office that was collected during the day.
- Report all student injuries, accidents, and illnesses to appropriate authority immediately.
- Report all suspected abuse to CPS/police and the administration.
- Maintain confidentiality regarding students and staff personnel information.
- Perform other duties as may be assigned.
- Develop and maintain reports on the progress toward goals.
- Organization and time management skills
- Keep accurate records and to work effectively with others in the school including reporting of data and other information to the administration
- Be an articulate and an effective communicator
- Have ability to manage time and effectively plan, organize and implement multiple projects, activities, reports, and events.

- Ability to prioritize assignments and handle unexpected interruptions and changes to routine
- Maintain emotional control

#### GENERAL ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

- Maintain confidentiality of all records and confidential conversations.
- Ask questions, seek to understand directives, and any resolve concerns.
- Alert Superintendent of urgent issues and facilitate crisis management as needed.
- Help educate the school about culturally diverse families.
- Maintain professional ethics and exercise self-control over actions and words.
- Facilitate and foster a positive working environment with colleagues.
- Maintain a professional demeanor and appearance
- Comply with policies established by federal and state law, including but not limited to State Board of Education and local Board policy.
- Perform other job-related duties as assigned.

**All qualified applicants should apply for immediate consideration. Position is subject to close at any time. Candidates may apply online through the Goodwater Montessori School website.**

#### QUALIFICATIONS: Education/Certification

- High School Diploma or GED required
- Texas Teaching Certificate Not Required
- Education equivalent to completion of high school AND one of the following: completion of two years of study at an institution of higher education, or an Associate of Arts (AA) or higher degree, OR completion of a formal substitute teaching preparation course, OR a combination of education and/or related work experience (i.e. day care, private school teaching, summer camps, substitute teacher work, teaching assistant, etc.) equivalent to two years.
- Must possess the ability to successfully pass a criminal background check.
- Previous criminal background check successful completion preferred

#### EXPERIENCE:

- Experience working with children required

#### MENTAL/PHYSICAL/ENVIRONMENTAL DEMANDS:

- Maintain emotional control under stress
- Occasional prolonged and irregular hours
- Maintain emotional control at all times and seek to resolve issues at the lowest level possible in a professional and positive manner

INTENT AND ACKNOWLEDGEMENT: This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit, or any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.