



Guest Guide (Substitute Teacher)

General Description

The Guest Guide (Substitute Teacher) is responsible, in the absence of the permanent teacher/guide, for providing students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Also, providing instruction 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.

Reports to: Executive Assistant and Montessori instruction and Curriculum Coordinator

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 daycare, 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 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 pass a criminal background check

Essential Skills and Knowledge

- Knowledge of applicable school policies and procedures
- Knowledge and understanding of the 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
- Ability to organize and prioritize work responsibilities
- By following lesson plans, present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
- Plan and supervise assignments of teacher assistants when necessary
- Be a positive role model for students and support the mission of Goodwater Montessori School
- Create a 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 the employee Handbook
- Establish and maintain open communication and professional relationships with students, administrators, 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
- Attend and participate in faculty meetings when serving as a long-term substitute
- Maintain the highest standards with regard to the prepared indoor and outdoor environments
- Report all student injuries, accidents, and illnesses to the appropriate authority immediately
- Report all suspected abuse to CPS/police and the administration
- Maintain confidentiality regarding student and staff personnel information
- Organization and time management skills
- Perform other duties as may be assigned
- Ability to prioritize assignments and handle unexpected interruptions and changes to routine
- Maintain composure

Education and Work Experience

- High School Diploma or GED 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 preparation course, OR a combination of education and /or related work experience (i.e daycare, private school teaching, summer camps, teaching assistant, etc.) equivalent to two years
- Experience working with children
- Must pass a criminal background check

Mental/Physical/Environmental Demands:

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

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 in 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 a 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.