

# **Berlin Central School District**

## **Anticipated Job Posting**

**POSITION DESCRIPTION:** Building Substitute BMHS

**REPORTS TO:** Building Principal

**SUMMARY:** Instructs students and facilitates their learning in the absence of the regular teacher. Full time, 10 month position with pay and health insurance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides classroom instruction to students as outlined in lesson plans, in the locations and times designated.
- Creates a classroom that is safe, orderly, conducive to learning and appropriate to the maturity and interests of students.
- Maintains established routine of the school and classroom procedures in which they are assigned.
- Comply with all school regulations and policies at all times.
- Remains at school the entire school day, unless otherwise instructed to leave by the building principal.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Communicates effectively both verbally and in writing.
- Takes attendance and documents daily notes.
- Compiles a report for the teacher for when they return.
- Completes other duties as assigned.

**REQUIREMENTS:**

- Bachelor's degree in teaching is preferred.
- Certificate in teaching is preferred.
- Must be detail oriented and able to follow written and verbal instructions.
- Experience in a similar role is preferred.
- Excellent communication and interpersonal skills.

**PAY / HEALTH INSURANCE:** \$28,000 per year for 180 work days. Health insurance offered for the position.

**CERTIFICATES:** Preferred but not required.

**Contact Person:** Kim Brownell, BMHS Principal