

NYOS Charter School

Job Title: School Substitute Teacher

Reports to: Human Resources

Classification: Non Exempt, On-call

About NYOS

NYOS, an acronym for “Not Your Ordinary School”, is an open-enrollment PK-12 public charter school with two campuses and more than 900 students, located in North Austin. NYOS provides a unique learning experience where all students strive for academic excellence in a close-knit community. We strive to build leaders to serve and succeed in a global society. NYOS encourages excellence through service learning, brain-based instruction, and low student-teacher ratios.

Primary Role:

NYOS Charter School is seeking qualified individuals to join our Substitute Teaching pool to lead classes as needed for short-term and long-term substituting duties.

Essential Functions/Typical Tasks:

The minimum performance expectations include but are not limited to the following functions/tasks:

- Maintains and respects confidentiality of student and school personnel information;
- Maintains discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and county policies;
- Ensures the adequate supervision to assure health, welfare, and safety of all students;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary;
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately
- Implements lesson plans, and ensures the integrity of academic time in a manner that motivates students to learn and participate;
- Takes classroom attendance
- Dismisses all students from the classroom before leaving
- Collects and places students’ papers in teacher’s desk;
- Returns instructional materials, equipment, and keys to proper place;
- Determines if his/her services will be required for the next school day;
- Complies with and supports school regulations and policies;
- Models non-discriminatory practices in all activities;
- Completes a Substitute Teacher Report Form for the regular classroom teacher;
- Performs other related duties as assigned by building administrator(s) in accordance with school/division policies and practices.

Qualifications:

- Must have education equivalent to graduation from an accredited high school or General Education Certificate (GED)
- Must be at least 18 years of age
- Must agree to authorize NYOS Charter School to conduct a Criminal History Search/fingerprinting.

Essential Functions

- Physical abilities include but are not limited to being able to communicate information clearly as well as the ability to see objects at a close range and at a distance, in order to establish and maintain safe and effective working relationships with staff and students.
- The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

NYOS Charter School is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, national origin, sex, or disability, in hiring or providing education or access to benefits of educational services, activities, and programs. The Executive Director has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. The Director of Special Services has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act. Both can be reached at 12301 N. Lamar Blvd., Austin, TX 78753, 512-583-6967.

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____