**King Center Charter School Job Description**

**Title: Building Substitute**

**Reports To: Assistant Principal**

**FLSA Status: Exempt**

**Summary of Duties & Responsibilities:** The building sub will cover core classroom and specials classes in the absence of the lead teacher. The building sub will also assist in classrooms and at lunch duty when not filling in following a specific schedule of duties.

**Duties and Responsibilities:**

* Cover core classrooms in the absence of the lead teacher
* Follow sub lesson plans with fidelity
* Manage the classroom effectively
* Assist in lunch duty when not subbing
* Other duties as required

**Qualifications:**

* Strong classroom management skills
* Flexibility
* Regular attendance from 7:45-3:45 p.m. daily
* Welcoming and warm disposition
* Love of children and education
* Some knowledge of common core standards
* Excellent Communication Skills
* Proven ability to inspire trust, confidence and motivate students.
* Adapt teaching methods and instructional materials to meet students' varying needs and interests.
* Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
* Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
* Prepare materials and classrooms for class activities.
* Observe and evaluate students' performance, behavior, social development, and physical health.
* Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play
* Experience in an urban setting preferred.