

Certificated Instructional Personnel

Substitute Teacher

Job Description -- **Reports to:** Principal

Qualifications: *California Multiple Subject Teaching Credential is required, and a background in education inspired by Waldorf is desired.*

Duties and Responsibilities

The specific duties and responsibilities are as follows:

Education Program and Environment

- Adhere to the curricular program outlined in the lesson plans
- Present a curriculum inspired by Waldorf education in a sequence and intensity that fits the developmental stage of the child
- Teach to Common Core State Standards grade level standards adopted by Community School for Creative Education (CSCE)

Collaborative Leadership

- Comply with all Special Education Regulations, the CSCE Charter and policies adopted by the CSCE Board of Directors

Professional Development

- Engage in training to assure continual improvement of successful strategies used in teaching at CSCE

Collegial Atmosphere

- Maintain an orderly class with regard to student behavior; both in the classroom and on school grounds
- Maintain a clean, orderly and beautiful classroom environment
- Arrive on campus thirty minutes prior to the start of school and remain on campus until thirty minutes after school is dismissed
- Work cooperatively with all other faculty, assistants, and staff
- Participate in structured professional learning community inquiry
- Share knowledge and experience with other faculty members for the betterment of all

Physical Demands:

- **Frequent:** Sitting, walking, standing, conversing, listening, reading, writing, close visual work.
- **Occasional:** Lifting and Carrying
- **Infrequent:** Pushing and Pulling

Maximum Weights: Lift 25 lbs. /Carry 25 lbs.

Bonding and/or Testing Required:

Clear TB Test, Criminal Justice Fingerprint Clearance

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