

VISTA CHARTER PUBLIC SCHOOLS

601 North Fairview Street
Santa Ana, CA 92703
T: (714) 881-7407 | F: (714) 988-2747
www.vistacharterpublicschools.org

Collin Felch, Ed.D., Superintendent
Karen Amaya, Assistant Superintendent



POSITION: Substitute Teacher

REPORTS TO: Principal

COMPENSATION: \$230 per day

JOB DESCRIPTION

Under the supervision of the Principal/Assistant Principal, the Substitute Teacher is responsible for providing classroom coverage for a teacher who is absent for an extended period of time. The substitute works the regular hours of the absent classroom teacher during his/her absence.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as a substitute teacher for assigned class(es).
2. Follows systems/procedures established by the school administration and classroom teacher, and manages student behavior in alignment with school wide practices to ensure all students are fully engaged in learning.
3. Collaborates with teachers on developing and implementing lesson plans and participates in Professional Learning Communities.
4. When applicable, collaborate with Teaching Assistant and/or service providers.
5. Plan rigorous lessons aligned to the California State and/or California Common Core standards.
6. Differentiate lesson plans for a variety of learners.
7. Establish and maintain a positive classroom environment.
8. Support instruction with school-wide supplemental and intervention programs.
9. Maintain grade books and meet reporting deadlines.
10. Communicate with families regarding student academics and behavior using Parent Square.
11. Demonstrate genuine care for all students.
12. Actively participate in professional development sessions.
13. Communicate professionally with peers, supervisors, parents, and students.
14. Input daily attendance procedures each period using PowerSchool.
15. Participate in all campus and school-wide events.
16. Complete required documentation and attend student IEP meetings as required.
17. Support with before and after school supervision.
18. Support with Independent Study as needed.
19. Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's Degree required
- Passing status on the California Basic Educational Skills Test (CBEST)

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- Valid California Teaching Credential in any subject, California Emergency 30-Day Substitute Teaching Permit, Long Term Substitute Permit
 - Bilingual in Spanish desirable
 - Need to pass a TB test and background check at time of offer