

Position Title: Building Substitute Teacher, Full Time
Department: General/Special Education
Reports to: Executive Director
Position Status: Open until Filled
Start Date: August 30th, 2023

Under the supervision of your direct supervisor, the building substitute will assume all the duties of the general education/special education teacher promptly and in accordance with school rules and procedures. As a building substitute with Progeny Academy Charter School (PACS), your responsibilities include implementing a curriculum that incorporates MN state standards, into everyday lessons and activities and creating and maintaining an appropriate classroom environment. This position may include other duties assigned by the building Director such as bus, lunchroom, playground, hall duty, etc. At PACS, you will also work closely with a talented team of diverse educators while maintaining positive relationships with parents, scholars, and coworkers to ensure PACS' mission, values, and curriculum objectives are supported, modeled, and infused throughout everyday practices.

Essential Duties and Responsibilities:

- Follow lesson plans accordingly, as outlined by the licensed teacher to implement valuable and culturally relevant lessons using methods that are appropriate to scholars language proficiency and ability levels
- Create a classroom atmosphere conducive to learning by maintaining normal classroom routines, practices and procedures
- Incorporate social skills instruction to assist scholars in establishing and maintaining positive classroom and social behavior in accordance with school values
- Ensures the adequate supervision and assure health, welfare, and safety of all scholars and takes all necessary and responsible precautions to protect scholars, equipment, materials and facilities
- Work collaboratively with school personnel, fellow educators, specialists and the special education team to set and accomplish goals as needed for PACS scholars
- Support implementation of Individualized Educational Program (IEP) plans for scholars
- Ensure students are engaged through activates and technology that accommodate various learning styles
- Collaborate with colleagues (school wide meetings, professional development days) to continuously improve personal practice, instruction, assessment, and student achievement, as well as the overall goals and mission of the school
- Respect the culture, values, history, language, traditions and experiences of the scholars at PACS
- Attend staff meetings, collaboration meetings, conference and activity nights as assigned by the Executive Director
- Perform additional duties as required or assigned by the Executive Director

Qualifications:

- Bachelor's Degree required
- Knowledgeable of instructional best practices working with diverse learners
- Knowledgeable of assessments and how to analyze data to improve student performance and growth
- Excellent interpersonal and human relation skills
- Culturally-responsive, able to work on a team and independently
- Functionally and technically competent in skills necessary for this position
- Experience working with ESL population (preferred, but not required)
- Experience working in an urban setting (preferred, but not required)

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

Interested candidates should submit the following:

- A cover letter,
- resume,
- 3 letters of recommendation,
- college transcripts,
- a copy of MN teaching license

Progeny Academy is an Equal Opportunity Employer. Progeny Academy ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, disability or veteran status. Progeny Academy has a policy of active recruitment of qualified minority teachers and non-certified employees.

Progeny Academy offers competitive salaries and benefits for its faculty. For more information about the school, visit us at www.progenyacademy.org.

Please send application to:

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