

Chapel Hill Academy

Position Title: Substitute Teacher

Supervisor: Dean of Students

Position Function:

- Implement teacher lesson plans by assigning students class work and then engaging them into the lesson through active monitoring and modeling.
- Complete a daily attendance sheet and report any pertinent information resulting from the day's events.
- Maintain discipline among the students while ensuring that the students are engaged in a positive learning environment.
- Protect and respect the confidentiality of the students under his / her supervision.
- Look after the mental, emotional and physical well-being of the students. Ensure that their safety and security is always treated as the top most priority.
- Immediately report any cases of injury, illness or discipline to appropriate person.
- Assist with student dismissal of classes at the end of the day.

Qualifications:

- Bachelor's degree from accredited college or university preferred.
- Experience working in a school setting required.
- Excellent communication and interpersonal skills.
- Must be an independent thinker, flexible, self-motivated and able to solve problems.
- Familiarize and implement all applicable policies, regulations, procedures, schedules and practices.

Location:

4640 Sycamore School Road, Fort Worth Texas 76179

www.chapelhillacademy.org