



## **Substitute Teacher**

*Part-time | Begins Immediately*

### **Department**

Academic

### **Job Description**

Substitute teachers ensure the continuity of daily curriculum in the absence of teachers from campus. Instruction occurs in person and simultaneously to students learning at home virtually.

### **Essential Duties and Responsibilities**

- Setting up Zoom in the classroom when a teacher can teach from home.
- Directing students to the assigned work from teacher.
- Taking attendance.
- Ensuring focused working environment for classroom.

### **Qualification Requirements**

- Bachelor's degree required
- Ability to connect with high school students
- Technologically savvy
- Enthusiastic about working in an academic setting