

Oak Grove Homeschool Co-op

JOB DESCRIPTION: CO-OP SUBSTITUTE TEACHER
REPORTS PRIMARILY TO: Principal
SECONDARILY TO: Oak Grove Co-op Board
PAY RATE:

PRINCIPAL FUNCTION

To support instruction during the absence of the regular lead or assistant teacher.

To maintain a class environment favorable to learning and personal growth in keeping with the Oak Grove mission and values.

FUNCTIONAL RESPONSIBILITIES

1. Believes in the Oak Grove Homeschool Co-op mission and seeks to create a classroom culture in keeping with our values.
2. Maintains Christian conduct and atmosphere, setting an example for a child to follow.
3. Arrives in room 30 min. prior to school opening for preparations to assure room readiness. Creates a daily instructional schedule for optimal learning. Puts room in order after children have been dismissed.
4. Maintains as fully as possible the established routines and procedures of the classroom to which assigned.
5. Teaches lessons plan as outlined by absent teacher.
6. Performs all extra duties for the absent teacher as assigned by the principal.
7. Plans (or implements) a program of study that, as much as possible, meets the individual needs and abilities of the students.
8. Maintains a classroom environment that is conducive to learning and appropriate for the maturity of the students.
9. Prepares for classes assigned and shows written evidence of preparation, if during an extended period of time, upon request of the principal.
10. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
11. Remains in compliance with the Oak Grove Homeschool Co-op Handbook and policies.

12. Supervises students in out-of-classroom activities during the school day.
13. Other duties as assigned.

QUALIFICATIONS:

1. Committed Christian with evidence of a daily walk; willingness to sign our school statement of faith.
2. Bachelor's degree is preferred.
3. Teaching experience preferred.
4. Home school experience preferred.
5. Desire to partner with families in homeschooling their children.