

## **North Shore Community School**

**Job Title:** Substitute Teacher (Licensed)

**Job Goal:** To fulfill the mission of NSCS while providing developmentally appropriate activities that comply with NSCS curriculum standards and to provide a caring and nurturing environment for students.

*North Shore Community School will promote respect for our diverse human and natural environment, and will encourage students to think critically, communicate effectively, become responsible citizens and value lifelong learning.*

### **Responsibilities:**

The teacher understands the developmental learning stages of children, as well as how to adapt curriculum and use resources appropriate to what is being taught. The teacher incorporates the children's life experiences into the learning process. Teachers instill in students the belief that school is living, not a preparation for living. In concert with this philosophy, teaching will be viewed as a career, not just a job.

### **Teaching Duties:**

- Long and short term substitute teachers must complete all duties as described in the Licensed Teacher Job Description that are relative to the length of the substitute assignment

### **Short Term Substitute teacher**

A short-term substitute is a licensed teacher that is called upon on a day-to-day basis during the school year and will meet the following criteria:

### **Short Term Qualifications and Skills:**

- B.A. or B.S. required
- Current Minnesota Teaching License as required by law- full time or short call
- Expert-level written and oral communication skills
- Acceptance of NSCS mission and charter school philosophy
- Evidence of educational experiences after college desirable (fellowships, summer study or graduate course work to pursue greater depth in a subject area, specific instructional methodology, curriculum development, special education, technology, etc.)
- Positive references from all places of employment

Snow days (or other school closures) are not paid.

NSCS recognizes short term substitute teachers for their commitment to our school by an increase in sub pay after 45 days. If a substitute teacher works for a total of 45 days or more, in one school year, for licensed teachers at NSCS, they will be paid the regular sub rate plus 20% beginning with the 46<sup>th</sup> day that person subs at NSCS for licensed teachers. Long term substitute days are included. This starts at zero days for each new school year.

**Long Term Substitute (more than 30 days but less than a full year)**

A long term substitute position is defined as 30 or more consecutive days but less than a full year for one teacher and will meet the following criteria:

**Long Term Qualifications and Skills:**

- B.A. or B.S. required
- Current Minnesota Teaching License as required by law- full time, not short call
- Expert-level written and oral communication skills
- Acceptance of NSCS mission and charter school philosophy
- Evidence of educational experiences after college desirable (fellowships, summer study or graduate course work to pursue greater depth in a subject area, specific instructional methodology, curriculum development, special education, technology, etc.)
- Positive references from all places of employment

The long term substitute will be required to spend a full transition day in the assigned classroom with the regular teacher prior to that teacher's leave and attend a closure meeting with the teacher.

Salary for a known 30 consecutive days (or more) assignment will be the daily rate of an entry level BS licensed teacher, starting with the first day of the assignment.

If the assignment is not known to be 30 days, but becomes 30 or more days, the teacher will be paid at the BS entry level rate beginning with the 31<sup>st</sup> day. They will be given a lump sum to compensate for the additional pay from the first 30 days.

**Long Term Substitute – Full Year**

A Long Term Substitute that has successfully interviewed and has been hired for an entire school year shall be paid the entry level BS salary rate and will meet the following criteria:

**Long Term Qualifications and Skills:**

- B.A. or B.S. required
- Current Minnesota Teaching License as required by law- full time, not short call
- Expert-level written and oral communication skills
- Acceptance of NSCS mission and charter school philosophy
- Evidence of educational experiences after college desirable (fellowships, summer study or graduate course work to pursue greater depth in a subject area, specific instructional methodology, curriculum development, special education, technology, etc.)
- Positive references from all places of employment

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This person shall qualify for flex days and all NSCS health and financial benefits.

A Long Term Sub that is hired for a full school year will not be placed on the Seniority List unless they are re-hired to continue as a regular NSCS teacher. In this case, their first year as a Long Term Sub will count as a year on the Seniority List.

If a Long Term Substitute is to be considered for a teaching position due to an opening, the person will not have to interview as long as the criteria within the job description has been met, their Professional Growth Packet is complete and of excellent quality, and the Director Review is excellent. The Director may consult with the Personnel Committee when considering the person for regular employment.

**Supervises Directly:**

All students, student teachers and teacher aides assigned.

**Reports to:**

The Director

**Terms of Employment:**

Established according to need as above

**Evaluation:**

Performance of this job will be evaluated by the Director and communicated to the Charter Board.