



Substitute Teacher Job Opening

Position Title: **Substitute Teacher (Grades K-12)**

Reports to: **Principal**

Job Objective: To facilitate scholar learning in the absence of the classroom teacher by implementing lessons, managing the classroom environment, and assisting scholars with a safe arrival and departure from school

	Day to Day Substitute:	Long Term Substitute:
Length of Assignment	Less than 4 weeks	4 or more consecutive weeks
Work Hours	6:45 am – 3:00 pm (M-F)	6:45 am – 3:00 pm (M, T, &F) 6:45 am – 3:30 pm (W & TH)
Daily Compensation	\$200.00	\$215.00
Hourly Compensation	\$25.00	\$26.88
Responsibilities	<ul style="list-style-type: none"> *Implement lesson plans with fidelity *AM, PM, and Lunch duties as assigned to the teacher 	<ul style="list-style-type: none"> * Implement lesson plans with fidelity *AM, PM, and Lunch duties as assigned to the teacher *Plan lessons and prepare all learning materials (2 weeks of lessons should be prepared for you in most cases) *Grade assignments/tests/etc. *Attend staff meetings and collaboration meetings with grade levels *Complete report cards, including comments *Make copies: use the teacher’s copy code *Attend PD days *Conduct Parent Teacher conferences (if subbing during scheduled conferences) *Attend evening events *Saturday events not required.
Other		*Receive a key fob, laptop, and HAPA email

Note: All assignments are subject to change if necessary for the best interest of HAPA and its scholars.

Attributes a candidate should have: Professional appearance at all times; sincere interest in children and education; desire and ability to work well with students so they can excel in a learning environment, multitask, and work well under pressure; excellent problem-solving skills; a team-player attitude; the ability to follow directions and perform assignments given with little or no supervision.

Job Requirements: Must have the ability to perform the tasks stated above.

License: **DPI approved Substitute License or an Associate's Degree**

Experience: Job related experience is desired.

Required: Must pass Criminal Background Check and TB Test

Interested candidates should email Mrs. Mai Shoua Xiong for an application. **Please submit an application along with a resume, three signed letters of recommendation and college transcripts to Mrs. Mai Shoua Xiong.** An interview will follow for all eligible candidates.

If you have any questions, please call Mrs. Mai Shoua Xiong at 414-800-1797 or email her at xiong.maishoua@myhapa.org.