



**Middle School PART-TIME SUBSTITUTE TEACHER,
Intellectual Virtues Academy, Long Beach, CA**

Description of Position

Part-time, highly qualified, teacher (preferred with credential) with special interest and competencies in teaching middle school curriculum. The Intellectual Virtues Academy Middle School Teacher has educational beliefs and values that are aligned with an IV approach and possess and models intellectual virtues themselves. The teacher understands and promotes the school's distinctive mission and vision both within and outside the immediate school community. The Middle School Teacher will instruct students in middle school academic subject matter in addition to faithfully implementing and practicing IVA's unique character-based educational model as identified in provided lesson plans.

Hours and Pay

The part-time substitute position pays at a rate of \$25 an hour, with the potential to sign an addendum in the case of long terms subbing where the teacher is working for over 21 days in one classroom and is credentialed in that subject.

Job Goal

In the absence of the regular classroom teacher to help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms.

Responsibilities and Duties (including, but not limited to):

School Procedures:

- Reports to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the principal.
- Maintains a neat and orderly classroom. Straightens chairs, tables, clears whiteboard, etc.
- Takes attendance in accordance with school procedures.
- Insures that the students are never left unattended in the classroom.
- Knows emergency evacuation routes for the classrooms assigned.
- Knows procedures for referring students who are disciplinary problems.

Instructional Planning & Delivery:

- Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Pursue a variety of methodologies in teaching and instructing students, including collaborative discussions, demonstrations, lectures and laboratory experiences to support students from a varied socio-economic and cultural background and who possess a range of mental and emotional maturity
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- Willing to continuously learn about and practice pedagogical practices that align with and promote IVA's character-based goals
- Willing to continuously reevaluate one's own assumptions and beliefs and their effect on student learning

- Use technology tools for instruction, planning, and communication and ensure student engagement

Learning Environment

- Create and manage a classroom environment or culture the components of which are clearly geared toward fostering growth in intellectual virtues.
- Establish, model, practice and reinforce age-appropriate rules and discipline using school approved procedures; create and consistently use individual behavioral management plans as needed
- Monitor and promote the social-emotional and physical safety and security of students

Student Support & School Culture

- Communicate effectively and maintain strong relationships with students, families, colleagues and administrators
- Oversee and assist with student supervision including arrival / dismissal, lunch, and break

Intellectual Virtues Model

- Develop a firm understanding of IVA's nine "master virtues"
- Engage in ongoing self-reflection and self-assessment aimed at his/her own growth in intellectual virtues
- Model IVA's nine "master virtues" in all of his/her interactions with students and other IVA stakeholders
- Continue to nurture in him/herself a passion for and knowledge of his/her content area

Physical Demands:

Spends the majority of the day in the classroom. In the classroom the teacher will frequently display light objects they are working with and demonstrating. These must be displayed in a manner which enables the students to see the objects. Teacher must be able to move through the classroom and be able to maneuver in tight spaces between desks. Dealing with students can entail positioning the body to enable the teacher to be on a face-to-face level with the student on an occasional to frequent basis on a given day. Must be able to use the whiteboard occasionally to frequently to communicate lessons to the students.

The teacher may be required to do playground/yard duty, which involves moving on even and uneven surfaces including pea gravel and negotiating a 6" curb. Playground duty requires visual acuity in order to see students who may be engaging in unsafe conduct or who have injured themselves and need assistance.

Use this only if using these are an essential function and not just a marginal function. Look at how often they are used. The teacher uses computers, overhead projectors, iPad cards, which would require a 10-pound force to push or pull cart. The teacher often moves student's desks and chairs to change the layout of the classroom to influence teaching situations. The teacher must be able to develop lesson plans, grade papers and input student information.

Work Environment:

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, dust, noise level is moderate to loud.

Right to Revise:

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified.

Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date

Intellectual Virtues Academy Principal Signature

Date

as the following: In addition to
an in its programs, admission
st any pupil on the basis of the
er identity, gender expression,
on of hate crimes set forth in
ceived characteristics."

acts, purchase orders, or other
d by law, including, but not
hall be the IVA's sole