

Substitute “Guest” Teacher Job Description:

We are currently searching for confident and experienced Guest Teachers to join our team as a substitute for teachers needing the day/s out of their classrooms.

If you are friendly, patient, inclusive and have great communication skills, with interest in education, then we're interested in you. Your duties will include assigning homework, managing classroom activities, compiling reports and taking care of our Stallion students.

To excel in this role, you should have in-depth knowledge of effective teaching practices that ensure learning is a comfortable and meaningful experience. Our ideal candidate has excellent interpersonal and organizational skills, with the ability to positively control a classroom of students.

Guest Teacher Responsibilities:

- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Follow procedures and achieve lesson goals.
- Assign and explain homework.
- Oversee students outside of the classroom including in the hallways and cafeteria.
- Comply with all school regulations and policies.
- Take attendance and document daily notes.
- Ensure classroom and work is kept clean and orderly.
- Oversee the normal classroom rhythms and activities.
- Compile a report for the teacher for when he/she returns.

Guest Teacher Requirements:

- High school diploma or equivalent qualification.
- Bachelor's degree in Teaching is preferred.
- Certificate in teaching or substitute teaching is preferred.
- A minimum of 2 years' experience in a similar role.
- Must be detail oriented and able to follow written and verbal instructions.
- Excellent communication and interpersonal skills.
- Patience, tolerance and empathy towards children.

If you are wanting to be among the applicants for this position, send your resume to: resumes@hcacs.net