



CHATTANOOGA  
**GIRLS LEADERSHIP**  
 ACADEMY

UNLOCKING A WORLD OF POSSIBILITY

<b>Job Title:</b>	Substitute Teacher	<b>Job Category:</b>	Faculty
<b>Location:</b>	Chattanooga Girls Leadership Academy	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	Flat Rate / \$90 / Day	<b>Position Type:</b>	Permanent, Long & Short Term, Interim
<b>HR Contact:</b>	<a href="mailto:HR@cglasonline.com">HR@cglasonline.com</a>	<b>Date Posted:</b>	8/29/2022

**Job Description**

**THE CHATTANOOGA GIRLS LEADERSHIP ACADEMY OFFERS A DYNAMIC INSTRUCTIONAL ENVIRONMENT FOCUSED ON INDIVIDUAL INSTRUCTION AND ATTENTION FOR EACH STUDENT. NO MATTER IF YOU ARE INTERESTED IN APPLYING FOR A FACULTY POSITION OR ONE OF OUR OPEN SUPPORT POSITIONS, ALL CGLA STAFF PERSONS ARE EXPECTED TO EXHIBIT A STUDENT-FIRST SENTIMENT.**

**ROLE AND RESPONSIBILITIES**

- PROMOTE AND MAINTAIN A SAFE LEARNING ENVIRONMENT.
- SUPERVISE STUDENTS AT ALL TIMES.
- NEVER LEAVE STUDENTS UNATTENDED.
- COMPLY WITH CGLA POLICIES, RULES, REGULATIONS, AND PROCEDURES.
- COMPLY WITH SCHOOL AND SCHOOL BOARD POLICIES AND REGULATIONS.
- MAINTAIN PROFESSIONAL STANDARDS OF CONDUCT.
- BE PROMPT AND ACCURATE WITH REQUIRED RECORDS AND REPORTS
- FOLLOW THE LESSON PLANS.
- MAXIMIZE THE PROBABILITY OF SUCCESS BY CLEARLY COMMUNICATING EXPECTATIONS, ADAPTING FOR INDIVIDUAL LEARNER NEEDS, ACTIVELY INVOLVING STUDENTS IN LEARNING.
- ASSUME RESPONSIBILITY FOR OVERSEEING STUDENT BEHAVIOR IN CLASS AND THROUGHOUT THE BUILDING DURING SUPERVISORY TIMES.
- APPLY APPROPRIATE CLASSROOM MANAGEMENT STRATEGIES; USE INSTRUCTIONAL AND PLANNING TIME EFFECTIVELY.
- KEEP STUDENTS ON TASK.

**TERMS OF EMPLOYMENT:**

**INTERIM SUBSTITUTE** – A PERSON WHO IS REPLACING A REGULAR TEACHER. THE INTERIM SUBSTITUTE DEVELOPS LESSON PLANS FOR THE CLASS AND FULFILLS THE DUTIES OF A REGULAR TEACHER.

**LONG-TERM SUBSTITUTE** – A PERSON WHO IS REPLACING A REGULAR TEACHER OVER AN EXTENDED PERIOD-OF-TIME. THIS SUBSTITUTE EXECUTES THE LESSON PLANS DEVELOPED BY THE REGULAR CLASSROOM TEACHER BUT IS NOT RESPONSIBLE FOR THE DEVELOPMENT OF LESSON PLANS.



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**SHORT-TERM SUBSTITUTE** – A PERSON WHO IS REPLACING A REGULAR CLASSROOM TEACHER FOR A SHORT DURATION OF TIME. THE REGULAR CLASSROOM TEACHER IS RESPONSIBLE FOR THE DEVELOPMENT OF LESSON PLANS.

**PERMANENT SUBSTITUTE** – A PERSON WHO IS REPLACING A REGULAR CLASSROOM TEACHER FOR A SHORT DURATION OF TIME. THE REGULAR TEACHER IS RESPONSIBLE FOR THE DEVELOPMENT OF LESSON PLANS. THIS INDIVIDUAL REPORTS TO HIS OR HER ASSIGNED SCHOOL DAILY DURING THE SCHOOL YEAR.

**DESIRED QUALIFICATIONS:**

MUST BE AT LEAST 18 YEARS OLD.

MUST HOLD A HIGH SCHOOL DIPLOMA OR BACHELOR’S DEGREE.

DEMONSTRATED LEADERSHIP ABILITIES EVIDENCING AN ABILITY TO COMMAND RESPECT AND ENFORCE DISCIPLINE IN THE CLASSROOM.

KNOWLEDGE AND EXPERIENCE IN BASIC COMPUTER HARDWARE; WORKING KNOWLEDGE OF INSTRUCTIONAL SOFTWARE AND CLASSROOM APPLICATIONS.

DEMONSTRATED INTEREST IN THE COMMUNITY AND ITS STUDENTS.

WILLINGNESS TO PARTICIPATE IN REQUIRED PROFESSIONAL GROWTH ACTIVITIES.

WILLINGNESS TO WORK PRODUCTIVELY IN DIVERSE SCHOOL SETTINGS.

WILLINGNESS TO SUPERVISE EXTRACURRICULAR ACTIVITIES.

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***CGLA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.***

***This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.***