



## **On-Call Substitute Teacher Job Description**

Park Century School was founded in 1968 as a not-for-profit independent day school committed to meeting the academic needs of students who learn differently. Park Century serves students in grades K - 8 grades living in the South Bay to the San Fernando and throughout the greater Los Angeles area. Park Century's mission is to empower students with learning differences to reach their academic and personal potential. Students flourish within our individualized, evidence-based educational programming and supportive school environment.

Park Century School is founded on the principle of honoring the diversity of human and educational experiences. We seek applicants who recognize that all children can learn when provided with explicit instruction targeted at meeting students' individual needs. Park Century School seeks candidates committed to creating a diverse, equitable, and inclusive teaching and learning community. We value multiple perspectives and do not discriminate based on race, culture, religion, age, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

### **Position Summary**

The Park Century School Substitute Teacher is a dedicated, compassionate, energetic professional who empowers students with language-based learning differences to fulfill their personal and academic potential.

- Provides direct, differentiated instruction for students, focusing on 21st-century skills like collaboration, critical thinking, and communication.
- Plans and implements academic programming in English Language Arts, language development, social studies, science, and social-emotional learning.
- Delivers explicit instruction in writing, spelling, and grammar as part of the English Language Arts.
- Has ongoing communication with every parent on the student's academic and social development progress.
- Delivers Reading Instruction
- Provide explicit reading instruction utilizing structured literacy research-based programs

- (Orton-Gillingham Approach or The Wilson Reading System Curriculum).
- Maintain a high level of reading program about planning, implementation, monitoring, and ongoing assessment.
- Provide appropriate accommodations and differentiation in collaboration with the student's academic team.

### **Duties And Responsibilities**

- Create a positive, emotionally responsive, developmentally appropriate, inclusive classroom culture and school community.
- Develop highly engaging, motivating, well-paced, multisensory lessons and curricula.
- Utilize positive, effective, student-centered classroom management strategies.
- Provide individualized differentiation, accommodations, and modifications.
- Deliver all components of explicit instruction strategies.
- Implement evidence-based special education strategies.
- Integrate PCS executive function organization routines into daily instruction.
- Collaborate with team members to develop well-designed instruction and assignments.
- Monitor and evaluate student growth and performance.
- Create individualized student learning plans and goals.
- Record and update grades weekly using the digital gradebook.
- Maintain accurate student attendance records.
- Write student progress reports.
- Collaborate with team members to develop well-designed instruction and assignments.
- Collaborate and communicate regularly with families regarding student's progress and well-being.
- Integrate educational technology into the curriculum and provide assistive technology accommodations as needed.
- Participate in meetings, professional development training, and committees.
- Participate in accreditation activities and school-wide initiatives.

### **Additional Requirements**

- Demonstrate strong organizational and multitasking skills.
- Possess excellent verbal and written communication abilities.
- Work both independently and collaboratively.
- Accept constructive feedback and implement changes.
- Exhibit leadership qualities and a positive attitude.
- Commit to professional growth and meet established goals.
- Maintain regular attendance and punctuality.

### **Qualifications**

### Required

- Teaching Credential (Education Specialist, Special Education, Reading Instruction, or related certification).
- 3-5 years of teaching experience at the elementary level working with children with language- based learning differences.

### Preferred

- Special Education experience.
- Master's degree in special education, teaching, linguistics, literacy, or a related field

Salary Range: \$200 daily (Full Time)

### **Physical Demands and Work Environment**

An employee must meet the physical demands and work environment characteristics described here to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical demands: While performing the duties of this job, the employee is required to sit in on meetings and work on a computer for long periods. The employee is occasionally required to walk, reach with hands and arms, balance, stoop, talk, and hear. The employee must occasionally lift and move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

### **Equal Opportunity Statement**

*Park Century School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment free of discrimination and harassment for all employees. Park Century School does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. All employment is decided on the basis of qualifications, merit, and business need.*