

**Title:** Substitute Teacher  
**Description:** Part Time 2019-2020 School year

### About Alturas

Alturas International Academy is in Downtown Idaho Falls, Idaho in a Historic building. At Alturas students attend school four days a week and teachers come on Fridays to get prepared for the week. Students are in multi-age classrooms and are taught at their instructional level, not at grade level. Students collaborate on their work and support one another in their learning. Teachers work as facilitators with their students in a small group setting to support them in their learning. All students have 1-1 access to Chromebooks. School administrators are involved in the classrooms and support the teachers with students.

### Job Description

**Summary:** Instructs students and facilitates their learning in the absence of the regular teacher.

### Essential duties and responsibilities:

1. Provides classroom instruction to students as outlined in lesson plans.
2. Creates a classroom that is conducive to learning and appropriate to the maturity and interests of students.
3. Maintains a safe and orderly environment.
4. Maintains established routine of the school and classroom procedures in which assigned.
5. Maintains a professional appearance as an example to students.
6. Remains at school the entire school day, unless otherwise instructed to leave by building principal.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Maintains reasonable rules of conduct which encourage self-discipline and responsibility.
9. Communicates effectively with parents when needed.
10. Meets and instructs assigned classes in the locations and times designated. Completes other duties as assigned.

**Requirements:** Performance Requirements (included but not limited to the following)

1. Familiarity with charter school concepts and philosophy
2. Willingness to collaborate with a team and remain open-minded to new and innovative ways of teaching
3. Must have a strong background in instructional technology along with the ability to differentiate instruction to ensure all students learn.
4. Establishes and maintains cooperative and quality relationships with others: contributes to the development of a positive school climate.
5. Abide by the Code of Ethics for the Teaching Profession as established by the Idaho State Board of Education.
6. Adhere to confidentiality with regard to student information.
7. Establish and maintain good work habits including punctuality.
8. Must be able to communicate proficiently in English, both verbal and written communication. Also, the ability to speak and communicate clearly in lessons to students, as well as with peers, supervisors, patrons, and parents/guardians.
9. Pay \$50/half day, \$80/full day

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