

Permanent Substitute Teacher Job Description

Purpose

The Permanent Substitute fills in for teachers who are late or absent. Additionally, they may assist in the development of other aspects of the school's academic program when not covering for late or absent teachers.

Specific Duties

- Be available at all times to cover for late or absent academic staff
- Work in various classrooms to be familiar with students, classroom routines and expectations, other academic staff
- Be familiar with lesson plan formats and unit plans to be better able to implement them when there is a need
- Assist in the creation and implementation of lesson and unit plans as appropriate
- Work with teachers in differentiating instruction, such as working with small groups and emphasizing the use of questioning and thinking skills when working with students
- Attend and contribute positively to all planning meetings
- Support the use of English by speaking English with students
- Assist in classroom set-up, including furniture, bulletin boards, displays, technology, and other arrangements including teaching material
- Serve at duty stations as assigned
- Perform other assigned tasks such as:
 - Supervision of school bus loading and unloading, as required
 - Photocopying, completion of forms, and retrieval of teaching supplies
 - Helping younger students with washing and use of the toilet
 - Escorting students to the doctor or other locations in the school
- Ensure that all school policies and procedures are followed
- Ensure that all students in a class are treated equally and with respect
- Support students who have social, learning, or other difficulties as directed by the teacher
- Work in a positive and collaborative manner
- Supervise students on field trips
- Respect confidentiality, including:
 - Academic and medical information regarding students
 - Information regarding staff
- Provide all relevant documentation for professional evaluation and appraisal protocols
- Perform other reasonable tasks as required

Reporting Line

The Permanent Substitute Teacher reports to the Head of Primary.

Qualifications

- Bachelor's Degree in English Language and Literature, Primary or Elementary Education, or other subjects recognized by the Egyptian Ministry of Education as a qualification to teach
- Minimum C1 level of English
- Minimum of 3 years teaching experience for foreign hires, and teaching experience for local-hires
- Experience in IB PYP preferred
- Experience in international curriculum schools preferred
- Professional Educator Diploma or other teacher qualification preferred