

**FLAGSTAFF ARTS AND LEADERSHIP ACADEMY
JOB DESCRIPTION**

Please send letter of interest and resume to JBrandenberg@flagarts.com

POSITION/TITLE: Guest Teacher
TERMS OF EMPLOYMENT: Daily - as needed
SALARY: Placement Schedule
FLSA STATUS: Non-Exempt
BENEFITS: None

QUALIFICATIONS:

1. Bachelor's degree from an accredited institution. Official transcript(s) required.
2. Obtain a valid fingerprint clearance card.
3. Ability to comply with written and oral instructions.
4. Proficiency in maintaining efficient classroom management skills.
5. Effective communication skills.
6. Must be able to work with limited supervision following standardized practices and methods.
7. Other qualifications as the Board may find appropriate.

JOB GOAL: In the absence of the full time classroom teacher, the guest teacher provides instruction, encourages student's progress, and manages the learning environment. Teach programmed lessons and purposeful training for the classroom he/she is assigned.

DUTIES AND RESPONSIBILITIES:

1. Report to the Academy office on time and collects the appropriate materials and assigned schedule of classes.
2. Take attendance according to the procedures of the Academy.
3. At the end of the day (3:30 pm), return any materials to the Academy office.
4. Follow lesson plans as required by the teacher.
5. Provide instruction and organizes the classroom environment so as to enhance student learning during the period of absence of the regular classroom teacher.
6. Monitor work, corrects papers, and record evidence of student's learning and progress as identified in lesson plans.
7. Provide daily reports to give account of any information pertaining to the events of the day.
8. Adhere to all procedures, guidelines and policies followed by regular teacher.
9. Ensure a sustainable relationship with parents, pupils, school personnel and members of the public by communicating in a confidential, polite and responsible manner.
10. Remain in classroom and monitor students at all times.
11. Alerts the certified staff to any problems or special information about an individual student or students.
12. Performs assigned supervision of students during lunch periods.
13. Participates in in-service training programs as approved.
14. Performs other duties as assigned.

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