



# Bluffview Montessori

Adopted: **DRAFT**

## **Position**

Floating Substitute Teacher

## **Fair Labor Standards Act Status**

Exempt

## **Position Overview**

A floating substitute is a licensed teacher that reports every day, but is not assigned to a permanent classroom. This position will fill in as a substitute wherever needed based on priorities established by administration. The floating sub may work in any educational or support position including but not limited to teacher (any and all), para, assistant, food service, and admin support. Maximization of this position may include leading after school programming or other responsibilities as assigned.

## **Licensure and Certification Requirements**

- Minnesota teaching license in Elementary Education or ability to acquire one

## **Education and Experience Preferences**

- Tier 3 or 4 MN Teaching license
- MA/MS in education
- Prior successful experience student teaching or teaching
- Demonstrated continued professional development through coursework, research, peer collaboration and/or job-embedded staff development
- Ability to acquire Crisis Prevention and Intervention certification
- Ability to acquire First Aid / CPR certification

## **Essential Functions**

- Maintain a working knowledge of and implement Minnesota State Standards, Montessori philosophy and pedagogy, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and affective
- Teach students the required curricula using strategies that foster concentration, coordination, order and independence
- Collaborate with peers to develop, plan and implement best practices based on the needs/abilities of the students



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- Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
- Assess students' developmental, cognitive and social needs and provide developmentally appropriate instruction to meet those needs
- Implement lessons and learning environments best practices that are safe, respectful, and engaging as well as culturally and developmentally appropriate
- Uphold the vision, mission, and core values of Bluffview Montessori
- Assess own instructional effectiveness through the professional development process
- Participate in all required staff, team, and individual professional development while working to support school goals
- Perform other duties as assigned by supervisors

## **Duties and Responsibilities**

- Maintain a flexible mindset, able and willing to step in and fill any job deemed necessary and appropriate by administration with little to no advance notice including but not limited to teacher (any and all), para, assistant, food service, after school care, and admin support roles
- Fulfill the responsibilities of the job that is being substituted for to the best of my ability
- Build and maintain school wide rapport with students and staff
- Be knowledgeable about Minnesota state standards and periodic assessments appropriate for each age/grade level
- Ensure the safety and well-being of the children at all times
- Develop curriculum or lesson plans for extra curricular or extended learning situations during, before, or after school as directed
- Maintain accurate and updated records in accordance with individual classroom and teacher expectations
- Foster an atmosphere of respect and harmony; emphasize communication, interdependence, cooperation, and global awareness
- Attend staff and faculty meetings
- Be active in preparing and presenting at parent meetings, faculty meetings, and professional in-service events
- Abide by procedures, policies, handbooks, responsibilities, and expectations set forth by the school board and administration

## **Knowledge, Skills and Abilities**

- Comprehend and follow instructions
- Perform repetitive tasks



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- Maintain work pace and accuracy
- Synthesize and analyze complex data
- Perform work activities requiring negotiating, explaining or persuading skills
- Communicate effectively with students, parents and colleagues
- Plan, direct, manage, evaluate, and supervise others

## Physical Demands:

Activity	Frequency
Grasping/handling	Constantly (80%-100%)
Reaching Forward	Frequently (55%-79%)
Reaching Overhead	Occasionally (10%-29%)
Speaking and Listening	Constantly (80%-100%)
Sit at table/on floor	Frequently (55%-79%)
Crouch, stoop, climb, balance or run	Periodically (30%-54%)
Stand, walk	Frequently (55%-79%)
Lift/carry up to 10 lbs	Periodically (30%-54%)
Lift/carry up to 50 lbs	Seldom (1%-9%)
View computer monitor/media	Periodically (30%-54%)
Exposure to seasonal weather	Occasionally (10%-29%)



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## **Special Requirements**

Final appointment to this position will be contingent upon passing a criminal background check.

## **Equal Opportunity Employment**

Bluffview Montessori School is an equal opportunity employer and is committed to an inclusive workplace environment.

## **Additional Employment Statement**

*This job description is not an employment agreement or contract. Administration and the Board of Directors have the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*

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Signature

Date