



Bluffview Montessori

Adopted:

Position

Short-Call Substitute

Fair Labor Standards Act Status

Non-Exempt

Position Overview

A short-call 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.

Licensure and Certification Requirements

- Short-call teacher sub is required to have a bachelor's degree and a short-call substitute teaching license.
- Paraprofessional sub is required to have two years of college (60 credits) or successful completion of the Paraprofessional Assessment.
- Assistant sub is required to have a high school diploma.

Education and Experience Preferences

- Prior successful experience working with elementary age students
- Ability to acquire Crisis Prevention and Intervention certification
- Ability to acquire First Aid / CPR certification

Essential Functions

- Maintain a basic understanding of 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 as provided
- Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
- Ensure learning environment 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
- 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
- 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 if requested
- 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
- 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%) |



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|--------------------------------------|------------------------|
| 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.

Signature

Date