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Position: Long-Term Internal Substitute Teacher

Position Type: Full Time

Reports to: Darci Long, Superintendent, Bay City Academy, [longd@baycityacademy.com](mailto:longd@baycityacademy.com)

Employed by: Mitten Educational Management

Overview:

The primary responsibility of the Internal Substitute Teacher is to create a positive learning environment in the classroom until the regular teacher returns. Substitute teachers will effectively manage the classroom and follow the lesson plan provided by the regular classroom teacher. If there are no staff absences, the candidate will follow a predetermined schedule and act as a paraprofessional/utility position.

Position:

Nature of the Position: The primary responsibility of the Internal Substitute Teacher is to create a positive learning environment in a classroom until the regular teacher returns. Substitute Teachers will effectively manage the classroom and follow a lesson plan provided by the regular classroom teacher. If there are no staff absences, the candidate will follow a predetermined schedule and act as a paraprofessional/utility position.

Responsibilities of the Position:

- Subscribes to the motto: "Action Over Words, Service Over Self".
- Teach classes to K-12 students daily when the teacher is absent. This may include specials such as Music, Art, and PE.
- Follow a predetermined schedule and act in a paraprofessional/utility position on a day when no staff absences occur.
- Support students in all aspects of positive character development.
- Develop quality relationships and communicate effectively with students and staff members.
- Assists in establishing a positive learning environment.

Requirements for the Position:

- Background Check/Fingerprints.
- Proof of 60 hours of higher education.
- Seeks positive impact with the kids and community.

Pay/Other:

- Benefits package includes the following: health insurance, 401 (k), short- and long-term disability coverage, dental and vision insurance, life insurance, a healthy living stipend to promote fitness, and paid vacation days.