



Job Description – Substitute Teacher

LCCA has immediate need for and is building a growing team of regular substitute teachers that are knowledgeable about our students, curriculum, procedures, and teachers. This is a part-time, variable hour position and is not eligible for benefits. The work schedule is typically 8 hours for a full day or 4 hours for a half-day and may be at either of our campuses in Oconomowoc.

Applicants must either hold a current substitute, or regular, teaching license from the WI DPI or be able and willing to obtain a DPI Three-Year-Short-Term Substitute License. The license requires an Associate's degree or higher from an accredited institution and appropriate training from LCCA.

Major Function

This is a classroom leadership position responsible for guided instruction and learning while following written plans for the day's program of study. The substitute teacher ensures that the classroom and learning environment is welcoming, safe, and respectful. S/he collaborates with other teachers and administrators and communicates with parents and guardians when necessary. S/he assesses student learning and provides feedback to the regular classroom teacher.

Please submit your resume and/or application, along with proof of licensure (if currently hold).

- Establishing and maintaining a safe and secure classroom environment.
- Managing student misconduct promptly and resolving conflict and crises effectively.
- Using teaching and learning strategies that reflect each student’s culture, learning styles, special needs, and socioeconomic background.
- Using classroom processes that support effective teaching and learning to promote high student achievement, designing lessons to promote all students’ being engaged in learning all the time through such strategies as active learning, hands-on application, and teacher-student and student-student conversations about the learning.
- Using appropriate technology in teaching and learning processes, record keeping, assessment, evaluation, and performance analysis.
- Demonstrating positive classroom results and trends.
- Performing other related duties as required.

Minimum Qualifications

- Bachelor’s degree from a fully accredited college or university.
- Possession of, or eligibility for, a Wisconsin teaching certificate for the level and subject area to be taught.
- Preferred Wisconsin certification in the elementary education and/or the middle grades.
- Integrated curriculum (Grades 5-9) licenses.

Additional Qualifications

- Ability to demonstrate, uphold, and promote in daily interactions a commitment to LCCA’s mission and vision, and the moral character and civic virtue LCCA embodies.

The organization is an equal opportunity employer. The organization is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The board commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, national origin, or disability. All decisions with regard to employment shall be in compliance with applicable state and federal laws.