



The Lincoln Center for Family and Youth
820 Adams Ave., Ste. 210 | Audubon, PA 19403
(610) 277-3715 | jobs@TheLincolnCenter.com

JOB DESCRIPTION – SUBSTITUTE TEACHER

Title: Substitute Teacher

FLSA: Exempt

Reports To: Chief Schools Officer

Summary: The Substitute Teacher provides academic instruction and socioemotional support to at-risk youth, grades 7-12, in an alternative school setting. In an open, small classroom environment, the Teacher must demonstrate a high degree of flexibility in serving the individualized instructional needs of the students assigned to the class. Teacher should possess a high degree of authenticity, kindness, and empathy while effectively maintaining a classroom atmosphere conducive to academic and socioemotional growth.

- Essential Functions & Responsibilities:**
- Instructs students and facilitates their learning in the absence of the regular teacher
 - Provides classroom instruction to students as outlined in lesson plans
 - Creates a classroom that is conducive to learning and appropriate to the maturity and interests of students
 - Maintains a safe and orderly environment
 - Maintains established routine of the school and classroom procedures in which assigned
 - Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
 - Maintains reasonable rules of conduct which encourage self-discipline and responsibility
 - Meets and instructs assigned classes in the locations and times designated

- Required Skills:**
- Ability to read, analyze, and interpret lesson plans, technical procedures, and textbooks
 - Ability, both orally and in writing, to present information effectively and respond appropriately to questions and concerns from students, administrators, parents, etc.

- Education:**
- Minimum Associates degree

- Work Environment:**
- Small alternative, open-space school setting (grades 7-12)

- Work Hours:**
- This is a full-time, 40 hours per week, 43-week position

- Travel:**
- Minimal travel

- EEO Statement:**
- TLC does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.

- Other Duties:**
- Duties, responsibilities and activities may change at any time with or without notice