

EMPLOYMENT

Brooks DeBartolo Collegiate High School a SACS Accredited "A" Rated Public Charter School of choice is currently accepting employment applications for the following position(s):

Guest Teacher

POSITION LEVELS:

- **Level I (Noncertified Guest Teacher)** – Requires an official transcript showing high school diploma. At least 21 years old with 2 years' work experience.
- **Level II (Moldered Guest Teacher)** -- Transcripts must state that the Associate of Arts (AA) degree or Associate of Science (AS) degree has been conferred OR show at least 60 credit hours from an accredited college or university.
- **Level III (Degreed with Teacher Certification Guest Teacher)** -- Requires an official transcript showing a bachelor's degree or higher, a **Florida educator's certificate, or a valid teachers certificate from another state.**

POSITION SUMMARY:

To perform the following job successfully, an individual must be able to perform each essential duty according to stated expectations. ALL guest (substitute) teacher applicants must have a High School Diploma, Associate of Science (AS) degree, Associate of Art (AA) degree, or higher. OR.... at least 60 credit hours from an accredited college or university.

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the duties of the position.

SPECIFIC DUTIES: In the absence of the classroom teacher, the **Guest Teacher** provides instruction, encourages student progress, and manages the learning environment.

Essential Duties & Responsibilities include the following:

Assumes duties of the classroom teacher in accordance with BDCHS school policy and procedures.

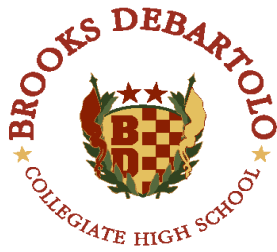
- Implement existing lesson plans in a manner that ensures the integrity of academic time, and motivates students to learn and participate.
- Assign reasonable tasks and homework to students in accordance with the lesson plans.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- For long-term assignments, it may be required to develop lesson plans; devise, administer, and grade tests and assignments; participate in parent-teacher conferences; and attend school-related functions. (These activities may occur outside of normal school hours.)

Classroom Management

- Maintain and/or assist in maintaining classroom control that fosters a safe, positive environment for all students and staff in accordance with BDCHS policies and all applicable federal, state, and local laws and regulations.
- Ensure adequate supervision of students and classroom environment to assure health, welfare, and safety of students.
- Take all necessary and reasonable precautions to protect equipment, materials, and facilities.
- Remain in classroom and monitor students at all times. Ensure that the students are never left unattended in the classroom.
- Report student injury, accidents, illness, and discipline problems to school administration immediately.
- Report all personal injury or school property and/or theft to school administration immediately.
- May supervise students in out-of-class settings (e.g., assemblies, lunchroom) as directed and supervised by an authorized by the principal or principal designee.

Professional Practices and Duties

- Reports to school office at beginning of school day to pick up required materials and schedule of classes, and at the end of the school day to return materials.
- Follows sign in and sign out procedures, as prescribed by the school principal.
- Interact in a cooperative and professional manner with students, parents, and school personnel.



- Maintain student and school personnel confidentiality.
- Never physically move, touch, or be in any type of physical contact with a student.
- Conduct assigned classes at the times scheduled.
- Enforce regulations concerning student conduct and discipline.
- Dress in a professional manner consistent with school policies.
- Manifests a positive role in school and community relations.
- Demonstrate professional practices in teaching.
- Maintain accurate, complete, and appropriate records and files.

Skills and Essential Job Function Requirements

- Flexible schedule to work same day assignments
- Ability to read and write in English
- Must be able to follow oral and written directions and have the ability to establish effective working relationships with school administration, staff and students.
- Effective organizational, communication and interpersonal communication skills.
- Daily personal and close, non-physical contact with children to provide classroom management and learning environment support.
- Model non-discriminatory practices toward students, faculty, and staff. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.

Brooks DeBartolo Collegiate High School, is a high-performing public charter school in Hillsborough County located at 10948 N. Central Ave, Tampa, FL 33612 www.bdchs.org

Eligible applicants please submit electronic letter of interest and resume including two professional references to jdorta@bdchs.org or ivelisse.dorta@sdhc.k12.fl.us.

Applicants should add in the subject line: **Guest Teacher**