



Substitute Teacher Position

POINTS OF INTEREST

- Four- day work week: Focus is open Monday through Thursday;
- Stable, successful school environment with over 12 years of successful academic offerings
- Professional, effective, friendly staff and administration
- Administrative staff members are former teachers.
- Full-time with excellent retirement benefits (STRS), health, dental, life, and vision insurance.

RESPONSIBILITIES

Rotate between the three Focus schools as needed to cover absences when general education teachers can not attend school for any reason

Work cooperatively with School Director, Special Ed Director, CTE Director, Curriculum Director, Media Arts Director and Director of Student Services

- Oversee and administrate the established curriculum, i.e., text book driven, adjusting for modifications needed or required for differences in student learning styles
- Teach instructional subjects according to guidelines established by the Ohio Department of Education and administrative regulations
- Implement appropriate instructional and learning strategies, activities, materials and equipment to ensure comprehension of learning styles and student needs
- Collaborate with special education teachers on student Individual Education Plans to ensure all modifications are met
- Working knowledge of curriculum, instruction and technology to ensure delivery of the instructional process
- Create a rich learning environment for all students to learn and employ effective behavioral management processes to maintain an effective learning experience
- Help students assess and enhance their study methods and habits
- Produce formal and informal testing to evaluate student success
- Coordinate and manage extracurricular duties as assigned
- Sponsor outside activities approved by the Director

FOCUS LEARNING ACADEMY EAST • 4480 REFUGEE RD. • COLUMBUS, OH 43232 • (614) 269-0150
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- Prepare classroom to enhance learning and to aid in physical, social and emotional development of students
- Manage and guide student behavior in agreement with school policy
- Ensure necessary and reasonable measures are taken to protect students, equipment, materials and facilities
- Establish communication rapport with parents, students and fellow teachers
- Present information accurately through clear communication skills
- Gather, manage and file all reports, records and other documents required
- Team member and able to communicate and collaborate with all staff members on issues concerning students, staff, and facility
- Oversee attendance procedures and ensure compliance with all attendance activities
- Refer students and inform appropriate personnel of critical student issues
- Immediately alert to appropriate personnel any safety concerns, such as suspicion of weapons or drugs

QUALIFICATIONS

Bachelor's Degree in core subject area with the intent of certification.

HOW TO APPLY:

Please email your résumés to kathy.williams@focuslearn.org

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