

## **Substitute Teacher**

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### **School Profile:**

N.E.W. Academy Canoga Park is a Transition K / K-5 independent charter school, which emphasizes art and science. One of the school's four core values, Doing Extra Makes a Difference, is seen throughout the year through efforts of the teachers and the parents to create a more meaningful experience for all Dolphins. Teachers go out of their way to assist students and have created optional clubs to add an extra layer of fun to NACP. Clubs include Cooking Club, Dancing Dolphins Club, Drama Club, Student Council, and Band. A resource service provider, speech therapist, and occupational therapist collaborate with teachers and provide services to students who qualify. Parents attend parent meetings and other school events such as the annual Talent Show, Parent Conferences, Art Show, Drama performances, and Multicultural Day.

### **Definition:**

Under the supervision of the School Principal; the Substitute Classroom Teacher is responsible for educating each pupil in his or her charge and for working with students, parents, other teachers and staff toward achieving the goals set forth by NEW Academy. This is a temporary/on-call position and in some cases, it could become a long term substitute position.

### **Essential Duties:**

- Responsible for conducting a professional, organized, and learner-centered classroom.
- Collaborates with other faculty in delivery of appropriate instructional approaches, working to serve the various learning needs of NEW Academy students.
- Implements curriculum and instruction in a manner consistent with NEW Academy's instructional program and Mission Statement and the California Standards for the Teaching Profession, including understanding, modeling and fostering independent thinking skills, creative problem solving and abstract reasoning.
- Develops a mutually respectful and cooperative partnership with parents and students.
- Assesses student performance continually and objectively.
- Maintains documentation of their efforts to create consistent and meaningful communication with parents.
- Establishes a coherent plan for classroom standards and student behavior and keeps clear and specific documentation of all intervention taken to improve student behavior before referring a student out of class.
- Maintain records for attendance, submits completed report cards on time, and completes school-wide assessments on time.
- Actively participates in all school community professional development as well as individual professional development in areas identified through evaluations.
- Demonstrate professionalism in all areas including maintaining excellent attendance and effectively communicating with colleagues.
- Other duties as assigned, including evening events at school site, such as Back to School Night and family nights.
- Administration of Assessments

### **Qualifications:**

#### **Education/Experience:**

- Bachelor's Degree required
- CA Multiple Subject teaching credential **or** 30-Day Substitute Teaching Permit
- Experience as classroom teacher
- Excellent student interaction skills in whole group, small group and 1-1 settings

#### **Special Requirements:**

- Fingerprinting from the Department of Justice via live scan required
- Proof and clearance of TB test (current within one year) required
- Bilingual Preferred

**Physical Requirements:**

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Approximately fifty percent of the time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative. Occasionally required to stoop, kneel, crouch or crawl. Employee will be required to lift and/or move unassisted up to twenty-five pounds.

**Salary Rate:** \$160/day

**Status:** Exempt/On-call

**Location:** 21425 Cohasset Street, Los Angeles, CA 91303

**Website:** <http://newacademycanoga.com>

\*Application available on Edjoin and NACP website

\*Position is open until this announcement no longer shows on our website.

\*N.E.W. Academy Canoga Park is an equal opportunity employer

Please email applications to: Elizabeth Marengo  
[emarengo@nacpdolphins.org](mailto:emarengo@nacpdolphins.org)