



## Calgary Arts Academy: Substitute Teacher Kindergarten-Year 11

As a small public charter school jurisdiction, we are looking for skilled substitute teachers to add to our roster who can fill in when our teaching staff are absent. Depending on the situation, substitute teachers may be called to come in right away or it may be arranged ahead of time. We are currently looking for engaging, flexible, and reliable substitute teachers to cover classes at all levels, from Kindergarten to High School. In this position, you will take over for full-time teachers in their absence, carrying out the lesson plans and ensuring students have a fulfilling classroom experience.

### **Main Objectives of this Role:**

- Maintain schedule availability to accept opportunities that arise
- Execute lesson plans consistent with the teacher's guidelines and curriculum
- Uphold an orderly classroom environment and provide a positive learning experience
- Familiarize yourself with emergency protocols, such as fire drills and lockdowns
- Adhere to all school policies and procedures

### **Role Responsibilities:**

- Carry out lesson plan instructions from the classroom teacher, and/or create lesson plans in absence of a prepared lesson
- Take attendance according to school procedures
- Supplement lesson plans with your own class activities if lessons end early
- Create and maintain a discipline and classroom control that fosters a safe and productive learning environment in accordance with school policies
- Provide an update to classroom teacher summarizing student absences, progress with lesson plans, disciplinary actions, positive experiences, etc.

### **Skills and Qualifications:**

- Bachelor of Education
- An appreciation for the arts
- Scheduling availability, flexibility, patience
- Confidence and proficiency in giving instruction
- Strong verbal and written communication skills
- Provide proof of your Covid vaccinations and a copy of your Alberta teaching certificate, and a current police record check

Qualified individuals are welcome to submit their resume with cover letter to Michelle Stonehouse, Principal – [mstonehouse@caaschool.com](mailto:mstonehouse@caaschool.com)

We thank all applicants for their interest. Only those who are short-listed for an interview will be contacted. No telephone inquiries, please.