

## SCHEDULE 'A' – JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>SUPPLY TEACHER (QUALIFIED OR UNQUALIFIED)</b>
<b>PRIMARY FUNCTION:</b>	The Supply Teacher will provide educational programming to the Learners at the Laura McKenzie Learning Centre and assume all duties of a Classroom Teacher in their absence.
<b>REPORTING RELATIONSHIP:</b>	This position reports directly to the Principal.

### **CORE COMPETENCIES:**

#### Accountability

- Promote the LMLC Mission Statement.
- Regularly report each Learners progress to the Classroom Teacher.

#### Classroom Management

- Treat Learners equitably and fairly.
- Ensure Learners are always supervised according to the current policies and legislation.
- Ensure that the learning environment for all Learners is safe, healthy, and secure.
- Manage a wide variety of Learner behaviors (while acknowledging cultural & socio-economic issues tied with the behavior).

#### Curriculum Development/Delivery

- Teach the Ontario Curriculum as set out by the Ontario Provincial Government as approved by the BIEA.
- Instill a love of learning while helping the Learners to recognize that learning is a gradual, lifelong process.
- Deliver daily lesson plans as provided by the Classroom Teacher.

#### Relationship Building

- Help each Learner build their self-esteem while teaching the Learners how to respect and work co-operatively with others.
- Model behavior for Learners and aid in their understanding of wisdom, love, respect, bravery, honesty, humility, truth, and other teachings.
- Maintain balance and objectivity when topics such as race, politics, or religion arise.
- Maintain goodwill with general educators.
- Promote and support the Native Language Program.

#### Other Duties

- Assist other LMLC personnel as required.
- Other duties related to the Supply Teacher position as required.

## QUALIFICATIONS

- **REQUIRED:** Ability to attain and maintain a cleared Canadian Police Information Centre (CPIC) check, including the Vulnerable Sector (VS) check, a Pardoned Sex Offender Database (PSOD) and Children's Aid Society Check.
- **REQUIRED:** Proficient with the use of computers including Microsoft Office Suite (Word, Excel, PowerPoint), utilizing the internet, and relevant educational software.
- Bachelor of Education Degree with Primary, Junior and/or Intermediate qualifications *is preferred*.
- A valid Ontario College of Teachers certification *is preferred*.
- A minimum of five (5) years of teaching experience in varied classroom settings is considered *an asset*.
- Special Education Part 1 is considered *an asset*.
- Experience teaching in a First Nation school is considered *an asset*.
- Excellent verbal and written communication skills.