



**THE LEARNING CENTER
FOR THE DEAF**
MARIE PHILIP SCHOOL

POSITION: SUBSTITUTE

Classroom Substitutes create, with the students, a community of learners where students feel respected and honored. Substitutes set instructional objectives, design and prepare instruction and plan and implement various supportive activities that meet age appropriate emotional, physical and instructional needs of students. Substitutes communicate learning goals and high standards and expectations to students. Substitutes build positive relationships with parents and colleagues, in order to enhance each student's ability to learn effectively.

REQUIREMENTS:

- BA degree in Deaf Education preferred
- A minimum of conversational fluency in American Sign Language required, with native, or near-native ASL fluency preferred
- Written language competency
- Ability to work effectively as part of an educational team
- Prior experience working with children preferred
- Valid MA Drivers license preferred

SUPERVISOR: Department Supervising Teacher and Principal

FUNCTIONS AND RESPONSIBILITIES:

Establishes an organized physical space and a creative classroom environment that is positive for student learning and involvement.

Complies with school, state, and federal policies and procedures and supports the mission of the school.

Communicates clearly with students in their first language.

Monitors student understanding of the curriculum and adjusts instruction, materials, or assessments, where appropriate.

Maintains appropriate classroom standards of behavior, mutual respect, and safety.

Demonstrates appreciation for and sensitivity to the diversity among individual students.

Maintains professional boundaries.

Plans and completes necessary testing or data collection, documentation, and interpretation of data.

Maintains student and staff confidentiality.

Maintains a professional appearance in accordance with TLC's policy.

Maintains accurate records.

Demonstrates flexibility and responsiveness to the needs of the students, the department, and the school.

May be delegated medication administration or certain medical procedure responsibilities if needed by a student under the teacher's care.

Some lifting may be required when working with young students or students with special needs, however, TLC embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible. The diversity of our student population may require that some assignments have a heavier physical responsibility due to safety. If the opening for which you are applying will require more strenuous physical activity, the unique needs will be discussed at the time of interview.

Perform other tasks as assigned by the Department Supervisor.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TLC is proud to be an equal opportunity employer and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.