



## LONG TERM SUBSTITUTE JOB DESCRIPTION

New Mexico Academy for Media Arts is a free, public charter school located at 4401 Central Ave NE, Albuquerque, NM 87108 serving 150 middle and high school students. Our school offers secondary students a comprehensive, project-based, cross-curricular education centered in the media arts. We prepare our graduates for positions in the media industries and for the rigor of post-secondary education.

### Position Overview

The Long-Term Substitute is responsible for providing classroom coverage for a teacher who is absent for an extended period of time. The long-term substitute works the regular hours of the absent classroom teacher during their absence.

### Essential Duties

- Teaches content and skills in subject area utilizing curriculum designated by New Mexico Academy of the Media Arts and other appropriate learning activities.
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of New Mexico Academy of the Media Arts.
- Develops lesson plans, assignments, and supplementary materials compatible with the school's basic instructional philosophy and congruent with course/NMAMA standards.
- Provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
- Takes and reports attendance daily.
- Grades all assignments and enters grades into PowerSchool.
- Evaluates academic and social growth of student, prepares report cards, keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
- Evaluates each student's progress in meeting the course standards.
- Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health, and attitude problems.
- Communicates with parents and school counselors on student progress.
- Supervises students in assigned out-of-classroom activities during the working day.
- Performs Lunch Duty as assigned.
- Attends and conducts Parent Teacher Conferences as needed.
- Participates in faculty committees and the sponsorship of student activities.

- Administers testing in accordance with school testing practices.
- Models nondiscriminatory practices in all activities.
- Performs any other related duties as assigned by the Principal or other appropriate administrator.

### **Qualifications**

The Long Term Substitute is expected to:

- Pass a background check as a requisite to employment.
- Possess a Substitute License or be able to apply for one. No license is required, but preference is given to those eligible for, or in possession of, appropriate NM Substitute License.
- Possess familiarity with the Subject(s) being taught (English Language Arts and NM History).
- Demonstrate some knowledge of the principles and methodologies of effective teaching.
- Be a highly collaborative, results-oriented, adaptable, problem-solving self-starter.
- Comfortable using Google Docs, Google Classroom, Microsoft Excel, sharing and analyzing student performance results, and
- Ideally have experience using PowerSchool.
- Perform each essential duty satisfactorily.
- Must possess the ability to establish and maintain effective working relationships with staff, parents, and the public.
- Be positive, thoughtful, passionate, motivating, and empowering with students.
- Have excellent written and verbal communication skills.

### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must have the ability to sit and stand for extended periods of time;
- Exhibit manual dexterity to dial a telephone, to enter data into a computer keyboard;
- See and read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal classroom levels, outdoors, and on the telephone;
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone;
- Physical agility to lift up to 25 pounds to shoulder height;
- Ability to bend, to stoop, sit on the floor, climb stairs, walk and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Application Process**

To apply for the Long-Term Substitute position, submit a cover letter and resume to John Rodarte, Principal, at [jrodarte@nmmediaarts.org](mailto:jrodarte@nmmediaarts.org). In the cover letter, applicants are expected to address why they are interested in working at New Mexico Academy for the Media Arts. Strong applicants will be invited to interview. School will accept applications until positions are filled.

***New Mexico Academy for the Media arts reserves the right to update, revise, or change this job description and related duties at any time.***