



Permanent Substitute Teacher

General Purpose

The Permanent Substitute Teacher provides consistent instructional and supervisory support across the school by covering classrooms when teachers are absent and assisting with daily school operations. This role helps ensure continuity of learning, maintains a structured classroom environment, and supports Libertas Academy's mission of developing knowledgeable, virtuous, and responsible students.

Main Job Tasks, Duties, and Responsibilities

- Provide classroom coverage for teachers who are absent due to illness, professional development, or other needs
 - Follow lesson plans provided by the classroom teacher and ensure instruction and activities continue as planned
 - Maintain a classroom environment that is structured, safe, and conducive to learning
 - Manage student behavior in accordance with Libertas Academy's discipline policies and expectations
 - Supervise students during instructional time, transitions, lunch, recess, and other assigned duties
 - Provide support to teachers and staff when not assigned to a specific classroom, including assisting with small groups or classroom tasks
 - Communicate with teachers and school administration regarding classroom activities, student concerns, and any issues that arise during the day
 - Ensure all classroom materials, technology, and resources are used appropriately and maintained
 - Take attendance and ensure accurate student supervision at all times
 - Support school-wide initiatives, events, testing administration, and special projects as needed
 - Maintain professionalism and confidentiality regarding student and school matters
 - Adhere to Libertas Academy policies and procedures
 - Other duties as assigned
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Job Skills & Requirements

- High school diploma required; Associate's or Bachelor's degree preferred
 - Previous experience working with children or in a school setting preferred
 - Ability to manage a classroom and maintain a structured learning environment
 - Strong communication and interpersonal skills
 - Flexibility and willingness to support various grade levels and classrooms
 - Ability to follow lesson plans and school procedures effectively
 - Professional demeanor and commitment to supporting the mission of Libertas Academy
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Application Directions

Please send a **cover letter and resume** to **careers@libertasbsa.education**