

POSITION ANNOUNCEMENT

Chitimacha Tribal School **Substitute Classroom Teachers** *(Pre-K ~ 8th Grade)*

The Chitimacha Tribal School is currently looking for engaging, confident and reliable substitute classroom teachers to join our team.

SUMMARY:

- ❖ Implement and teach lesson plans and instructions as directed by the absent teacher.
- ❖ Maintain a clean, respectful, and orderly classroom, and follow classroom and school policies and procedures
- ❖ Follow procedures and achieve lesson goals.
- ❖ Assign and explain homework.
- ❖ Always comply with all school regulations and policies.
- ❖ Take attendance and document daily notes.
- ❖ Ensure classroom and work is kept clean and orderly.
- ❖ Oversee the normal classroom rhythms and activities.
- ❖ Compile a report for the teacher for when he/she returns.
- ❖ Communicate in a friendly and positive manner towards parents, students, and other staff members.

REQUIREMENTS: High School Diploma OR GED; Subject to pre-employment and random drug testing; A background investigation will be required.

TO APPLY: View our website www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m.

