

## **Alabama School of Fine Arts Duty Description**

**Title:**                                   **Substitute Teacher**

**Job Description:**                   Qualified and dependable Teacher to teach a variety of subjects in the humanities, arts and sciences

**Performance Responsibilities:**

- ❖ Reports in a timely manner, appropriately dressed and prepared for the day.
- ❖ Able to understand and administer the various assignments left from the regular teacher
- ❖ Ability to maintain appropriate classroom conduct - for the class and the teacher.
- ❖ Establishes and maintains standards of student behavior to achieve a nurturing learning atmosphere.
- ❖ Exhibits positive human relation skills and communicates with fellow teachers and administrators appropriately.
- ❖ Utilizes and communicates with internal technology such as, e-mail, web content/ document management systems, etc.
- ❖ Demonstrates superior oral and written communication.
- ❖ Adheres to school system rules, administrative procedures, local board, state and federal rules and regulations.
- ❖ Engages in personal professional growth and demonstrates professional ethics and leadership.

**Qualifications:**

- ❖ Registration with the Alabama State Board of Education for Substitute Teaching or long-term positive association with the Alabama School of Fine Arts
- ❖ Previous experience and knowledge of the Alabama School of Fine Arts culture and community
- ❖ Such alternatives to the above qualifications as the Executive Director may find appropriate and acceptable.
- ❖ Must be 21 years of age or older

**Application and Deadline:**       School must receive letter of interest, detailed resume, and a list of three references. Please send all materials to: Jamie Plott, Alabama School of Fine Arts, 1800 Rev. Abraham Woods Jr. Blvd., Birmingham, AL 35203 or [jplott@asfa.k12.al.us](mailto:jplott@asfa.k12.al.us).

It is the policy of the Alabama School of Fine Arts not to discriminate on the basis of race, color, religion, sex, national origin, citizenship (other than an alien not authorized to work in the U. S.), age, disability, veteran status, or other proscribed category, in its educational programs, activities, or employment policies, as required by local, state, and federal policies and laws. This policy applies to all aspects of employment including selection, compensation, assignment, promotions, discipline, termination, and access to benefits and training. Inquiries or complaints regarding compliance with applicable laws may be directed to Dr. Martin Mitchell, President.