



# Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

**Title:** Building Substitute Teacher / Student Support

**Supervisor:** Building Principal

**Department:** Instructional

**Classification:** Certified

Founded in 2000, the Milwaukee Academy of Science is a K4-12th grade independent charter school serving nearly 1,300 scholars in downtown Milwaukee. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. African American students comprise 99% of the student body and over 95% of students qualify for free or reduced meals. Regardless of student background and external factors, MAS maintains the expectation that students should be on grade level and proficient on state assessments. Teachers are expected to plan and prepare rigorous lessons as well as communicate and collaborate with staff and parents.

## **I. Accountability Objectives:**

The classroom substitute teacher is responsible for preparing all students for post-secondary success by implementing the district curriculum using culturally responsive instructional strategies, monitoring student progress, analyzing student data and collaboratively planning for providing student interventions.

Acting as building sub first, this staff member steps in and covers class periods, and full school days as needed, to ensure the implementation of academic minutes in the absence of teachers. On days and class periods when a teacher substitute is not required this staff member serves as a member of the student support team. During that time they assist with supporting scholars and teachers in and out of the classroom and help to maintain positive learning environments that are conducive to rigorous and valuable instructional time."

## **II. Position Characteristics:**

**Length of Contract:** First-Year Teachers- 198 days; Returning Teachers- 195 days

## **III. Position Relationships:**

**Reports to:** Building Principal

**Coordinates with:** Building principal, classroom and resource teachers, student service personnel, district coordinators, program support teachers, classified staff, building improvement teams, parents and families

## **IV. Position Qualifications:**

**Required Qualifications:** Wisconsin Teaching Certification

## **V. Position Responsibilities:**



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- A. Understand the educational philosophy of the School and for carrying out the policies of the Board of Directors
- B. Plan and deliver curriculum using culturally responsive instructional strategies
- C. Differentiate instruction
- D. Use formative and summative assessment to inform instruction and monitor student progress
- E. Communicate student progress with students, families, district staff members, and building administration.
- F. Collaboratively plan with families, building/district staff, and administration for student improvement.
- G. Be aware of and/or participate on School teams for curriculum development, data analysis, staff development planning, selection of materials, and other committees.
- H. Plan for professional growth through staff development, course work, and/or other opportunities.
- I. Perform other duties as assigned by the principal and other administrators