

EQUIPO ACADEMY

EAST LAS VEGAS COLLEGE PREP

Substitute Coordinator

About Equipo Academy

Equipo Academy is a 6th-12th grade college prep charter school in East Las Vegas. Our mission is to empower all students to meet high expectations, excel in and through college, and become transformational leaders within their community.

Job Position

The Substitute Coordinator is responsible for managing the process of filling teacher absences and ensuring that classrooms are staffed with qualified substitutes. This role involves coordinating with teachers, substitutes, and administrative staff to maintain a smooth and effective learning environment when regular teachers are unavailable.

Essential Duties and Responsibilities

- Key Responsibilities:
 - Substitute Scheduling and Coordination:
 - Be on call to receive requests for substitute teachers.
 - Schedule substitutes for teacher absences, ensuring coverage for all classes and minimizing disruption.
 - Manage and maintain a roster of substitute teachers.
 - Communicate daily with teachers to confirm absences and verify the need for substitute coverage.
 - Substitute Recruitment and Training:
 - Recruit, screen, and onboard new substitute teachers.
 - Conduct training sessions for new substitutes, covering school policies, classroom management techniques, and emergency procedures.
 - Administrative Duties:
 - Maintain essential papers substitute teachers must receive every morning.
 - Maintain accurate records of substitute assignments, including hours worked and reasons for absences.

- Prepare and process paperwork related to substitute teacher payments and compliance.
 - Update and manage the substitute teacher database and ensure accuracy.
- Communication:
 - Serve as the primary point of contact for substitute teachers, addressing any concerns or issues they may have.
 - Greet substitute teachers daily, show them to their classrooms, and be their point of contact when any questions arise.
 - Communicate with school staff, including principals and department heads, to ensure they are informed of substitute arrangements.
- Problem-Solving:
 - Address and resolve any issues or conflicts that arise between substitutes and regular staff or students.
 - Develop and implement strategies to address frequent absenteeism or shortages in substitute availability.
- Compliance and Reporting:
 - Ensure all substitutes comply with school and district policies, including background checks and certifications.
 - Generate and review reports related to substitute coverage, absenteeism, and other relevant metrics.

Qualifications

- High School/GED required; bachelor's degree or higher preferred
- **Obtain and maintain a Nevada substitute teacher license**
- Significant experience working with teenagers
- Pass a background check and fingerprints
- Personally model Equipo Academy's core values of Respect & Humility, Integrity, Passion, Perseverance, Empowerment, and Team & Family

Term, Compensation, and Benefits

The Substitute Coordinator will be paid hourly, at a rate commensurate with experience.

Application Instructions

Please apply at <https://equipoacademy.typeform.com/to/W9719n>

Applications will be evaluated on a rolling basis.

Equipo Academy is an equal opportunity employer to all employees and candidates without regard to race, color, religion, gender, sexual orientation, nationality, age, disability, marital, military status or any other discriminatory basis as defined by federal or state regulations.