



## **Job Posting**

**Position Title:** Substitute Teacher

**Reports To:** Kelly Benton

### **Location:**

Tennessee School for the Blind  
114 Stewarts Ferry Pike  
Nashville, TN 37214

### **Position Description:**

This position serves under the direct supervision of the educational administrative team who has ultimate responsibility for the design and implementation of educational programs and services.

### **Specific Position Responsibilities:**

- Report to the educational office each morning upon arrival and each afternoon after dismissal.
- Follow teacher lesson plans and assume all duties of the classroom teacher or educational assistant in accordance with school rules. This may include lunchroom duty, bus duty, hall duty or other duties assigned by the building administrator(s).
- Familiarize self with the school emergency procedures and student medical needs as outlined in the substitute folder in each classroom.
- Maintain normal classroom routines as much as possible.
- Supervise students at **all** times and maintain a positive learning environment. Any major discipline issues should be reported to building level administrator(s) immediately.
- Protect confidentiality of all students. Any observations or conversations involving students should be considered confidential and should only be discussed with building level administrator(s).



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### **Qualifications:**

- High School Diploma or GED [REQUIRED]
- Two years of college [PREFERRED]
- Bachelor's degree [PREFERRED]

### **Knowledge, Skills and Abilities:**

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork
- Some experience working with children who have special needs (PREFERRED)
- Basic knowledge and ability on how to use a computer
- Ability to be flexible and follow directions
- Dependable with good attendance and punctuality

### **Conditions of Employment**

- Selected applicants must verify experience / highest degree held.
- Direct deposit of paycheck on a 10 month schedule is required.
- TSB is a non-smoking facility in its entirety.
- Selected applicant must comply with the State of Tennessee Employee Drug-Free Workplace Policy, and other policies.
- As required by the Immigration Reform and Control Act (IRCA), selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.
- Selected applicant(s) will be required to submit to and pass a TBI/FBI background check, to include Tennessee and Federal criminal history checks, child abuse records, employment verification, and professional/personal reference checks.



### **Job Posting**

#### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

#### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [kim.stein@tsbtigers.org](mailto:kim.stein@tsbtigers.org).

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