### Job Title
Substitute

### Employer/Agency
THE MONARCH SCHOOL AND INSTITUTE

### Job Description
The Monarch School and Institute is dedicated to providing an innovative, therapeutic education for individuals with neurological differences—such as those associated with autism spectrum disorder, attention deficit (hyperactivity) disorder, learning disabilities, Tourette syndrome, mood disorders, anxiety disorders, traumatic brain injury and seizure disorders. We offer a learner-centered approach that helps students progress in Four Core Goal areas.

Substitute Professional Educators at The Monarch School report to the Program Director. Their primary responsibility is to support student growth in each of the Four Core Goals of The Monarch School while he/she is substituting for a faculty member.

- Implements The Monarch School model of teaching with special emphasis on the development of students’ self-regulation, executive functioning, relational skills and academic competence.
- Actively participates in the development of a mentally healthy school community.
- Appropriately supervises students at all times.
- Mentors/coaches students with particular emphasis on those areas indicated as most pivotal in the students’ targets, skills, and strategies.
- Supports students assigned coaches by participating in assembling staffing and reflection documents and consistently reporting to EF faculty about all aspects of student plans and actions.
- Learns new curriculum models as directed.
- Supports students’ therapeutic agenda in coordination with Integrated Learning Practice Team.
- Demonstrates cooperative team skills and considers teammates in all decisions.
- Facilitates an after-school club, if assigned.
- Facilitates a Student Committee, if assigned.
- Supervises lunch, carpool, and community meetings as scheduled or as necessary.
- Support Intersession activities by agreeing to staff, supervise, and facilitate selected student activities.
- Reports student progress in designated formats at specific intervals and in a timely manner.
- Attends staffing meetings as requested.
- Participates in continuing professional education for the improvement of the school.

### Qualifications
- Minimum bachelor’s degree in special education or education (preferred).
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<th><strong>Salary/Hours</strong></th>
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<tr>
<td><strong>Employer/Agency</strong></td>
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