

Substitute Teacher Job Description

Position Summary

The Substitute Teacher provides coverage and content expertise when regular Teachers of Content or Teachers of Organization are unavailable. Reporting to the Content Specialist and/or the Chief Programs Officer (CPO), the Substitute Teacher ensures program continuity and maintains instructional and operational fidelity at the assigned school site. The Substitute Teacher supervises tutors, supports professional development, and may provide content-focused coaching and leadership as needed.

Key Responsibilities

Leadership & Supervision

- Cultivate positive interactions and relationships with READ USA partner teachers, READ USA staff, and school district personnel
- Mentor, counsel, supervise, and manage READ USA teen tutors on site
- Maintain professional communication with all personnel inside and outside the tutoring program
- Support READ USA programs as directed by the CPO

Program Content Management

- Supervise tutors to ensure they maintain professionalism and adhere to READ USA tutor handbook policies and procedures
- Coach and annotate tutor next steps through side-by-side observations, modeling, feedback, and mentorship
- Observe and manage tutor reflective journals to ensure tutors document what is working well, lingering questions, and implementation of next steps
- Model instructional strategies during tutoring sessions, including pausing the lesson to directly teach, explain reasoning to the tutor, and provide practice opportunities
- Document observations and coaching notes for the regular teacher to facilitate continuity
- Monitor and support professional development time built into the tutoring schedule
- Distribute weekly Tutor Tips and train tutors on content during designated PD time when assigned to cover a Teacher of Content role
- Monitor and audit student level movement using the instructional/independent/hard rubric when assigned to cover a Teacher of Content role

- Prepare and display literacy-focused anchor charts based on READ USA best practices when needed
- Support program operations and procedures as assigned

Qualifications

- Bachelor's degree
- Current teacher certification
- Teaching experience with a focus on literacy instruction or literacy coaching
- Strong project implementation and organizational skills
- Excellent verbal and written communication skills with attention to detail
- Ability to build and maintain relationships with diverse stakeholders
- Personal qualities of integrity, credibility, and demonstrated commitment to READ USA's mission
- Personal and reliable transportation to travel to the assigned school site

Time Commitment and Service Expectations

- Availability to fill in on assigned tutoring days as needed
- Presence at assigned school site during tutoring hours (Tuesday through Thursday, 3:15 to 6:00 pm)
- Planning and preparation time as needed for coverage assignments

Reporting Structure

Reports to: Content Specialist and/or Chief Programs Officer (CPO)

Equal Opportunity

READ USA is an equal opportunity employer.