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## Physical Education and Health Long Term Substitute

**Classification:** Exempt

**FTE:** 1.0

**Reports to:** Principal/Assistant Director

**Dates of Position:** Potential start date of April 1, 2024 and assignment will last until June 3, 2024

**Date of Job Description:** 01/05/2024

### SUMMARY

A Long Term Sub provides high quality online education to all students through a well developed and implemented curriculum. They work with students via the internet, telephone, and other means of electronic communication to ensure full educational needs are met.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following:

- Analyze, implement & evaluate curriculum in accordance with state, national and local standards
- Develop professional relationships with students and families to support student learning
- Monitor student learning and progress and intervene as necessary in accordance with established teacher expectations
- Maintain & document correspondence with students & families in compliance with school policy
- Actively participate in assigned professional learning community
- Evaluate student work and submit grades in a timely fashion
- Attend parent-teacher conferences twice annually
- Manage classroom equipment, supplies and software
- Ensure student safety
- Proctor local and state standardized tests
- Provide individualized and small group instruction to students requiring assistance both synchronously and asynchronously
- Attend IEP, section 504 and student support meetings as needed
- Actively participate in onsite and online district professional development
- Other duties as assigned

### WORK ENVIRONMENT

The Teacher position is eligible for work from home. The Teacher is expected to be present on site for all in person staff meetings, conferences, and other activities deemed mandatory by the school. The job operates in a professional office environment and routinely uses

standard office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 10 pounds.

### **LANGUAGE ABILITY**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, students, office staff, students, and the general public. Ability to respond effectively to the most sensitive inquiries or complaints.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **EXPECTED HOURS OF WORK**

This position allows for flexibility, however the employee must be available during the “core” work hours of 8:30 a.m. to 4:00 p.m. Monday through Friday.

### **REQUIRED EDUCATION and EXPERIENCE**

- Bachelor’s Degree (B.A.) from a 4-year college or university
- Current MN FACS Teaching License OR a MN Tier 1 or Tier 2 FACS License

### **PREFERRED EDUCATION and EXPERIENCE**

- Experience working with Moodle and digital learning tools
- Experience working with at-risk youth

### **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

- Ability to problem solve, work independently, prioritize projects, and manage deadlines with little supervision

### **EEO STATEMENT**

*BlueSky is committed to providing equal employment opportunities and treatment for all employees and job applicants. In accordance with applicable law, BlueSky will not fail or refuse to hire any individual, discharge any individual, or otherwise discriminate against any individual by reason of the employee's race, color, creed, religion, national origin, sex, disability, age, genetic information, marital status, sexual orientation, or status with regard to public assistance*

*or on the basis of any status protected by state or local law for employees in the jurisdiction of such law.*