

NOTICE OF JOB VACANCY

Date Posted: 3 November 2016

Job Title: Substitute Teacher

Location: P.O.I.N.T.E. Academy, LLC
Subject to assignment at P.O.I.N.T.E. Academy or the Strickland Youth Center

Hours: Temporary – Hours as Agreed
School year: Monday through Friday- P.O.I.N.T.E. Academy- 7:30 A.M. until 3:30 P.M.; Strickland Youth Center- 7:00 A.M. until 3:00 P.M. (The Strickland Youth Center has a duty-free lunch period).

Summers: 25 hours per week: Monday through Friday 7:30 A.M. until 12:30 P.M. This schedule may vary slightly based on need and management decisions.

P.O.I.N.T.E. Academy, LLC, an alternative school founded in 1998, offers each student a second chance to succeed and become a productive member of society. P.O.I.N.T.E. Academy, LLC provides instruction designed to provide a quality education and promote the development of the positive coping skills crucial to meeting the many challenges young people face today.

Essential Functions

- Establishes objectives and plans learning experiences utilizing a variety of instructional techniques.
- Will instruct adjudicated youth in grades six through twelve.
- Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
- Exhibits positive human relationship skills and demonstrates professional ethics and leadership with all persons involved.
- Evaluates student progress, when required to do so.
- Demonstrates proficiency in written and oral communication.
- Maintains and submits records and reports, when required to do so.
- Adheres to all policies and procedures for P.O.I.N.T.E. Academy and the Strickland Youth Center.
- Communicates with other schools and agencies, when necessary.
- Other duties as needed.

Requirements

- High school/GED transcript from a regionally accredited institution and a valid Substitute Teacher's License from the Alabama State Department of Education
- Effective communication and organizational skills
- Proficiency in using Windows-based personal computer
- Demonstrated ability to work independently.

Qualified applicants should forward a resume' and cover letter via email to cmiller@bgcsouthal.org. These documents may also be mailed to:

Boys and Girls Clubs of South Alabama
Attn: Human Resources
PO Box 6724
Mobile AL 36660