



## **METROPOLITAN REGIONAL EDUCATIONAL SERVICE AGENCY**

1870 Teasley Drive, S.E.

Smyrna, Georgia 30080

Phone: (770) 432-2404 Fax: (770) 432-6105

### **SUBSTITUTE TEACHER JOB DESCRIPTION**

**Date:** March 27, 2023

**Position:** **Emotional Behavioral Disorder Substitute Teacher and/or Autism Spectrum Disorder Substitute Teacher**  
**North Metro Georgia Network for Educational and Therapeutic Supports (GNETS)**  
Position may be located in Atlanta Public Schools, Fulton County Public Schools, or Gwinnett County Public Schools.

#### **Minimal Qualifications:**

- High School Diploma or GED

#### **Preferred Qualifications:**

- Associate or bachelor's degree and certification

#### **Performance Responsibilities:**

- Reports in person to the school building to provide face-to-face instruction to students
- Able to provide instruction simultaneously to in-person and remote learners, if necessary
- Responsive to changing school and district instructional needs
- Provides classroom instruction to students as outlined in lesson plans
- Creates a classroom that is conducive to learning and appropriate to the maturity and interests of students
- Maintains a safe and orderly environment
- Maintains established routine of the school and classroom procedures in which assigned
- Maintains a professional appearance
- Remains at school the entire school day, unless otherwise instructed to leave by building principal
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintains reasonable rules of conduct which encourage self-discipline and responsibility
- Communicates effectively with parents as needed
- Meets and instructs assigned classes in the locations and times designated
- Monitors students in the classroom, at lunch and throughout the school by maintaining order and discipline
- Crisis Prevention and Restraint Training certification is required for all North Metro GNETS employees.
- Ability to carry out student restraint procedures according to guidelines provided in training.
- Ability to lift objects and some running, and climbing may be required. Requires ability to lift up to 25 pounds.
- Performs additional duties as assigned by the North Metro GNETS Site Coordinator and/or North Metro GNETS Director

Search Committee, North Metro GNETS  
Attention: Dr. Carrie Powell, North Metro GNETS Interim Director  
Email: [carrie.powell@mresa.org](mailto:carrie.powell@mresa.org)