

Substitute Teacher Job Description

Osaka YMCA International School is seeking qualified individuals who are interested in serving as on-call substitute teachers for our Early Childhood, Primary Years, and Middle Years International Baccalaureate Programmes.

Individuals will be responsible for implementing the lesson plans of the teacher(s) they are substituting for, covering any recess or lunch duties that teacher has, and abiding by the policies and procedures of Osaka YMCA International School and the Osaka YMCA organization.

Duties

- Instruction
 - Following lesson plans left by the teacher in accordance with the goals and objectives outlined therein.
 - Meeting and instructing classes in designated locations and times.
 - Establishing and maintaining order in the classroom.
 - Maintaining a classroom environment conducive to effective learning.
 - Covering any additional daily duties that the teacher might have.
 - Taking all necessary and reasonable precautions to provide a duty of care for students and to protect and preserve all materials, equipment, and facilities.
 - Assisting in upholding and enforcing all policies and procedures of Osaka YMCA International School and the Osaka YMCA organization.
- Communication
 - Cooperating with office staff.
 - Establishing cooperative and supportive relationships with teaching personnel.
- Reporting
 - Reporting to the principal, or vice principal, at the beginning and end of the school day.
- Any other responsibilities as directed by principal or vice principal.

Qualifications

- Bachelor's degree or higher
 - Preferably education-related
- Experience working in an educational environment
- Experience working with young, elementary-age, or junior high-age learners

Salary

- ¥20,000/day

Contact

If you are interested in applying, please email us at either steven-duex@oyis.org or monique-palmer@oyis.org