

SUBSTITUTE TEACHER

TITLE: Substitute Teacher

LOCATION: Building

SUPERVISOR: Principal

SUPERVISES: N/A

JOB SUMMARY:

Carries out the absent teacher's prepared lesson plans. During a prolonged absence as defined by board policy, the substitute is responsible for performing all essential functions identified in the absent teacher's job description. Duties require traveling to various buildings throughout the district as scheduled. Substitutes are required to stay for the entire workday.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Follows the teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
- Complies with all building procedures and schedules. Promotes the proper use and care of school property.
- Teaches scheduled classes. Prepares a written summary of work completed. Makes the absent teacher aware of special situations or problems encountered.
- Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Varies instructional techniques to address individual learning styles.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
- Works cooperatively with other teachers.
- Incorporates the effective use of available technology in records management and instructional activities.

- Upholds computer technology acceptable use policies.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Other duties as assigned by the building principal.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature and hazards are relatively nonexistent. The noise level for work performed in this environment is moderate.

QUALIFICATIONS:

EDUCATION

Teacher's license or Substitute certificate is required

EXPERIENCE

Experience working with and around children.

OTHER SKILLS AND ABILITIES:

- Good human relations and decision-making skills.

LICENSES/CREDENTIAL: First Aid and CPR Certification a plus

TERMS OF EMPLOYMENT: Salary is based on Substitute Teacher Scale. This is an on call, at-will position

EVALUATION: Performance of this job will be evaluated by the Building Administrator