



## **Job Description – Substitute Teacher**

**Department:** Administrative Services

**Job Status:** Part Time

**FLSA Status:** Non-Exempt

**Reports To:** Principal / HR Director

**Amount of Travel Required:** Local travel required

### **POSITION SUMMARY**

The Substitute Teacher is to implement the regular teacher's lesson plan while the teacher is absent. Instructs students through lecture, discussion and demonstration. Substitute teacher will take care of the management of the classroom activities to include attending to the physical needs of the students, and assists with the administrative requirements of the program.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to work well with children to include those with disabilities  Ability to follow verbal and written instructions  Basic office, computer, and communication skills.
- Ability to instruct students and manage their behavior
- Ability to interact effectively with parents and members of the community

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Observe and evaluate students' performance, behavior, social development, and physical health.

- Prepare materials and or lesson plans for class activities.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Assign and grade class work and homework.
- Read books to entire classes or small groups.
- Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Guide and counsel students with adjustment or academic problems, or special academic interests.
- Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.
- Meet with other professionals to discuss individual students' needs and progress.
- Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- Organize and lead activities designed to promote physical, mental, and social development.
- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects, and the necessary clerical work required to maintain student records for a teacher who is absent.

## **POSITION QUALIFICATIONS:**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.

- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

**Requirements:** Copies of diplomas, official transcripts and teaching certificates must be provided to human resources office the day of orientation in order to be placed on the substitute list.

Fingerprinting requirement must be met prior to attending orientation

I-9 Identification and Eligibility requirements must be met prior to attending orientation

**NOTE:** Complaints made by a school principal about a substitute teacher may result in the removal of the substitute from the Substitute list.

**Education:** Minimum High School Graduate or General Education Degree (GED)  
Bachelor's degree from accredited university with appropriate certification preferred.

**Experience:** Preferred minimum of one year experience working with children in school environment.

## **PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

**WORK ENVIRONMENT**

Classroom with a controlled temperature environment.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and not intended an exhaustive list of all responsibilities, duties and skills required.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Code: 420-11-6112-00-001-611-000

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.