

Job Description
Carbon County School District One

Substitute Teacher

Purpose Statement

To replace the regular classroom teacher in his or her absence. To provide as closely as possible the same successful instructional and learning environment that would exist if the regular classroom teacher were in attendance.

This Job reports to Building Principal/Human Resource Director

Essential Functions

- Follows the plans left by the regular teacher as closely as possible.
- Follows the procedures, rules, and routines of the regular classroom teacher as described in building policy and substitute instructions left by the regular teacher.
- Maintains a detailed, accurate, and legible account of the material covered during the regular teacher's absence.
- Provides written explanation if plans of the regular teacher were not followed.
- Maintains a written record for the regular classroom teacher of classroom management issues that need to be known by or followed up on by the regular classroom teacher.
- Confers with the office secretary/clerk upon arrival to substitute for the purpose of learning of any additional duty responsibilities.
- Confers with the department head, grade level teacher, or principal if there is a question about plans or expectations of the substitute.
- Creates a classroom environment conducive to learning and appropriate to the level being taught.
- Strives to maintain and improve professional competence as a substitute teacher.
- Maintains accurate, complete, legible, and correct records of substituting experience as requested by district or building substituting policy or handbook.
- Takes necessary precautions to protect students, equipment, materials, and facilities
- Conducts oneself in a business-like and task-oriented manner.
- Remains in the building during the hours assigned as a substitute.
- Acquaints himself/herself with district and individual building policies affecting substitute teaching.
- Maintains maximum supervision of assigned students at all times.
- Maintains confidentiality of all information concerning students, staff, or parent/guardian in any public setting and chooses the appropriate time, place, and supervisor to discuss school/substitute related issues.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- Possess group dynamics and interpersonal skills with both peers and students.
- Possess the ability to plan appropriate educational activities for students when there are no plans available or when assigned because of an emergency

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 15% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Environmental demands include:

- Ability to spend most of the time inside classrooms with some work outside in cold/hot weather.
- Ability to tolerate noisy working environments.
- Able to tolerate environmental demands specifically related to and necessary for instruction and modeling for specific course content.

Experience: Job related experience is preferred but not required.

Education (Minimum):

- Must have 65 college credits on official transcript or complete the alternate substitute training classes and 30 observations hours at schools
- Complete US & WY Government classes in college or receive passing grades on US & WY constitution tests

Required Testing

None Specified

Certificates and Licenses

Possess or be a candidate for a Substitute Teaching Certificate as required by the Wyoming Professional Teaching Standards Board.

Continuing Educ./Training

Participate in further development of skills
Knowledge and aptitude necessary for
Specific course content.

Clearances

Background Check is required

FSLA Status

Non-Exempt

Continuous Nondiscrimination Statement

Carbon County School District 1 does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in its programs or activities.