



Substitute Instructor

Job Title: Substitute

Department: Varies

Reports Directly To: Site Director

Date: February 13, 2024

Prepared By: Human Resources

Position Closing Date: Position open until filled

Salary Range: Starts at \$20.00/hr DOE

Primary Function of Position: Effectively manage classroom and deliver coursework to students in absence of the classroom instructor.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Common Essential Job Functions:

1. Plans, prepares and delivers instructional activities that facilitate active learning experiences in the classroom, laboratory/shop and/or work-based learning environment, under the direction of the instructor and/or site director.
2. Be a positive role model for students, support mission of school district.
3. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
4. Maintain discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with Francis Tuttle policies.
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
6. Maintain a professional relationship with colleagues, students, parents, and community members.
7. Use effective communication skills to present information accurately and clearly.
8. Respect and maintain confidentiality of student and school personnel information.
9. Ability to be present on the job as described under work conditions and contract details.
10. Perform other related duties as assigned by site director(s) in accordance with school/state policies and practices.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- Industry certifications or credentials may be required for certain substitute instructor assignments.
- Previous teaching experience desirable.
- Lecture and demonstrative skills.
- Reasoning ability and the ability to instruct.
- Ability to observe, recognize, and interpret.
- Excellent oral and written communication skills.
- Satisfactory personal conduct and integrity.
- Ability to work well with others.

Working Conditions:

Frequent walking and standing. Occasional sitting and stooping. Environment may be a shop environment and/or a classroom environment. Ability to lift 10-25 lbs. Concentrated visual effort is required. Extensive communication with internal customers. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

Substitute personnel position reports directly to the Site Director. Not full-time permanent employment. Substitutes in various classes as needed.

Contact:

Jobs@francistuttle.edu

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Position open until filled.

Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

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