



Job Title: Substitute for the Oak Grove R-VI School District

Reports To: Building Administration or Department Supervisor

Summary: Substitutes for the Oak Grove R-VI School District assist the students and staff when our full-time employees are out.

Essential Duties and Responsibilities Teacher Substitute:

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Adapt teaching methods to fit the needs of each individual student
- Supervise students in and out of the classroom, including in the halls, on the playground and in the cafeteria
- Provide in-class and at-home assignments based on the available lesson plan
- For long-term substitutes: will follow lesson plans and assignments consistent with the regular teacher's lesson plans.

Essential Duties and Responsibilities:

- Assist classroom teachers with tasks as requested
- Work with students in small groups or one on one
- Assist special education students, as needed
- Supervise lunch, recess, and/or study hall
- Any other duties as requested by the school

Essential Duties and Responsibilities Nurse Substitute:

- Receives and routes incoming calls and correspondence.
- Performs usual office routines.
- Types correspondence, notices and reports.
- Maintains a well-organized up-to-date filing system.
- Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
- Arranges meetings, prepare agendas and handles follow-up activities as necessary.
- Assists, logs in, and directs visitors to the schools.
- Maintains confidentiality as required and appropriate.
- Maintains a schedule of appointments and makes arrangements for conferences and interviews.
- Performs other tasks related to the efficient operation of the office as assigned by the principal.

Essential Duties and Responsibilities Secretary Substitute:

- Receives and routes incoming calls and correspondence.
- Performs usual office routines.
- Types correspondence, notices and reports.
- Maintains a well-organized up-to-date filing system.
- Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
- Arranges meetings, prepare agendas and handles follow-up activities as necessary.
- Assists, logs in, and directs visitors to the schools.
- Maintains confidentiality as required and appropriate.
- Maintains a schedule of appointments and makes arrangements for conferences and interviews.
- Performs other tasks related to the efficient operation of the office as assigned by the principal.

Essential Duties and Responsibilities Custodial Substitute:

- Provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
- Ensure that all activities conform to district guidelines.
- Communicate effectively with all members of the school district and community.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment and machinery as required.
- Have the ability to work independently without supervision.
- Support the value of an education.
- Support the philosophy and vision of the Oak Grove R-VI School District.

Qualifications: High School diploma or equivalent. Substitute Teachers need to have 36 College Credit hours or the DESE Sub Certificate to substitute in the district. Substitute Paraprofessionals need to have the DESE Sub Certificate to substitute in the district. Substitute Nurse must hold an LPN or RN license to substitute in the district. Substitute Secretaries and Custodial must have a high school diploma or GED.

Background Check:

Employment in this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to the Oak grove R-VI School District. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

Physical Requirements: Regularly required to sit, stand, walk, talk, operate a computer hand-held device, office equipment, and must occasionally lift up to 25 pounds.