



**ORLEANS/NIAGARA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
4232 Shelby Basin Rd
Medina, NY 14103**

JOB TITLE: Substitute Teacher
LENGTH OF YEAR: Per Diem
REPORTS TO: Building/Site Administrator

LOCATION: Various Buildings within Orleans/Niagara BOCES
LENGTH OF DAY: Will Follow Building/Employee Schedule
PAY SCALE: Per Diem Substitute Teacher

PURPOSE:

To replace the Regularly Appointed Teacher in the classroom during his/her absence. To provide, as closely as possible, the same successful instructional and learning environment that would exist if the Regularly Appointed Teacher were in attendance. The Substitute Teacher is responsible for carrying out the lesson plans of the Regularly Appointed Teacher for whom he/she is substituting. Students shall be guided in attaining knowledge and skills necessary for success during the school day. Substitute Teachers will help students learn the skills and attitudes necessary for academic achievement.

ESSENTIAL FUNCTIONS/TYPICAL TASKS (ILLUSTRATIVE ONLY):

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- ♦ Follows the lesson plan left by the teacher for whom he/she is substituting in accordance with district's philosophy, goals, and objectives.
- ♦ Ensure students are engaged in the lessons and activities in a compelling, clear, and challenging way.
- ♦ Maintains as fully as possible the established routines and procedures of the school and classroom where assigned.
- ♦ Meets and instructs assigned classes in the locations and at the times designated.
- ♦ Maintains a classroom environment conducive to effective learning.
- ♦ Engage students in lessons and activities of the classroom.
- ♦ Continual assessment of student learning and making adjustments to promote a positive learning environment.
- ♦ Establishes and maintains order in the classroom.
- ♦ Establishes a climate that promotes fairness and respect.
- ♦ Takes all necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- ♦ Takes attendance and lunch counts.
- ♦ Performs additional duties such as bus duty, study hall, lunchroom or corridor monitoring.
- ♦ Assist students with computer operation and integration of technology when appropriate.
- ♦ Corrects any student papers assigned during the day.
- ♦ Places students' papers in regular teacher's desk.
- ♦ Returns instructional materials and equipment to proper place.
- ♦ Assist students in preparation for dismissal by helping students gather their belongings.
- ♦ Dismisses all students from the classroom before leaving the building.
- ♦ Submits a report to the classroom teacher of what was done.
- ♦ Conducts oneself in a professional, business-like, and task-oriented manner.
- ♦ Serve as a positive role model, demonstrating professionalism that includes a positive attitude and respectful communication.
- ♦ Provides a good example to students in the areas of cleanliness and proper manners.
- ♦ Uses positive verbal and non-verbal skills that enhance learning.
- ♦ Models non-discriminatory practices in all activities.
- ♦ Cooperates with school personnel.
- ♦ Maintains professional responsibility by holding the highest standards of honesty, integrity, and confidentiality.
- ♦ Maintains confidentiality of all information concerning students, staff, or parent/guardian in any public setting.
- ♦ Assists in upholding and enforcing school rules, administrative regulations, and School Board Policies.
- ♦ Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- ♦ Ability to follow oral and written directions.
- ♦ Ability to maintain effective classroom management strategies.
- ♦ Possess problem solving skills, imagination, patience, reasoning, creativity, judgment, and analytical abilities.
- ♦ Ability to communicate effectively.

- ♦ Possess the ability to plan appropriate educational activities for students when there are no plans available or when assigned because of an emergency.
- ♦ Possess positive communication skills, both orally and written in working with students, physically and developmentally handicapped children, parents, personnel, vendors, and the public.

POSITION REQUIREMENTS:

- ♦ Candidate must be at least 18 years of age.
- ♦ Minimum education equivalent to graduation from an accredited high school or General Education Certificate (GED).
- ♦ Home schooled individuals must have a GED or diploma issued by an accredited school. A bachelor's degree or higher supersedes the requirement of a high school diploma or GED. If an individual recently obtained a bachelor's degree (or higher), but the degree is not posted on a transcript yet, then a letter from the college registrar is sufficient.
- ♦ Substitutes with valid teaching certificates or certificates of qualification: Service may be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in an area for which they are certified.
- ♦ Substitutes without a valid certificate, but who are completing collegiate study toward certification at the rate of not less than six semester hours per year: Service may, with approval of the BOCES, be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in the area for which they are seeking certification.
- ♦ Substitutes without a valid certificate and who are not working towards certification: Service may be rendered for no more than 40 days by a school district in a school year.
- ♦ Candidate must agree to the required fingerprinting and authorize a criminal history records check through the New York State Education Department in connection with their prospective employment as a substitute employee.

EQUIPMENT USED:

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| ♦ Fax Machine | ♦ Copier |
| ♦ Personal/Lap Top Computer | ♦ Calculator |
| ♦ Various Industrial Equipment | ♦ Various Adaptive Equipment |
| ♦ Interactive White Board | ♦ IPad/Tablet Computer |

PHYSICAL REQUIREMENTS

Duties performed typically in school settings to include: classrooms, gymnasiums, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, kneeling, crouching, and lifting of students, equipment and/or materials may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Dexterity of hands and fingers is required to manipulate specialized apparatus and to operate audio-visual and educational training equipment. Occasional travel between work sites may be required. The substitute teacher is subject to inside and outside environmental conditions, noise and hazards. Movement of students by wheelchairs and other mechanical devices is required in Special Education classrooms. Instruction to special needs students occurs frequently. Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days. Regular contact with other staff members and program/building administrator(s) is required on assigned days as a substitute.

ENVIRONMENTAL CONDITIONS

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| ♦ Air-conditioned/Heated buildings | ♦ Occasional exposure to weather extremes |
| ♦ Ability to withstand varying noise levels | ♦ Random exposure to anti-social behavior |
| ♦ Ability to tolerate stressful situations | ♦ Chance of exposure to bodily fluids and infectious diseases |
| ♦ Fortuitous exposure to odors | |

POSITION INFORMATION

- ♦ Employment is on an as-needed basis.
- ♦ Services may be needed for one day, one week or one month.
- ♦ All daily assignments are subject to possible cancellation (without compensation) at any time prior to the beginning of the workday.
- ♦ Need for substitutes will vary from day-to-day and week-to-week and, as such, no guarantee can be given for work on any given day.
- ♦ Supervised by Building/Site Administrator.
- ♦ Employment is automatically discontinued effective June 30th, unless the individual is re-appointed for the succeeding school year.