

Not Job Title: Substitute Teacher**Exemption Status:** Non-Exempt**Reports to:** Campus Principal**Date Revised:** 10/6/2022**Dept./School:** Assigned Campus

Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications**Education/Certification:**

High School Diploma or GED

Bachelor's degree from accredited university, Teaching Certificate, or two years of college preferred

Special Knowledge/Skills/Abilities:

- Ability to work effectively with others.
- Ability to assess the health and behaviors of children by sight and sound.
- Ability to organize, prioritize, and utilize effective time management techniques
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Experience:

Prefer prior experience in public school districts

Major Responsibilities and Duties:

1. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
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. Manage student behavior in accordance with Student Code of Conduct and student handbook.
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
6. Establish and maintain a professional relationship and open communication with district staff members.
7. Participate in staff development activities to improve job-related skills.
8. Comply with state, district, and school regulations and policies for classroom teachers.

9. Attend and participate in faculty meetings as required.
10. Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by Shane Wagner / Jennifer Cundieff Date 10.12.22