

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **TEACHER, SUBSTITUTE**
Department: Elementary/ Middle/High Schools
Reports to: Site Principal, Director of Personnel

SUMMARY:

Performs regular teachers' class plan while the teacher is out.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- * Assumes the responsibilities for instructing classes when a teacher is absent.
- * Assumes all other responsibilities for that teacher during the time the teacher is absent.
- * Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom.
- * Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for the teacher who is absent.
- * Provides assistance for students who need special help on those days when no teacher is absent.
- * Other duties as assigned.
- * Arrives at school site half hour before instruction begins. Leaves no sooner than 15 minutes after students depart.
- * Provides teacher with written reports regarding student behavior and curriculum covered.

SUPERVISORY RESPONSIBILITIES:

Supervises students, and oversees paraprofessional for instruction purposes.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelor degree.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Teaching Credential.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee will occasionally sit and walk, and reach with hands and arms.

The employee must occasionally push and/or move up to 10 pounds such as a TV/VCR cart. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work is performed indoors mostly.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.