

	<i>Substitute Teacher</i>	<p style="text-align: center;">Certificated Position</p> <p>Initial Date: August 15, 1994 Revision: November 1, 2021 Salary: Substitute Salary Schedule Reports to: School principal or designee</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Principal or designee, the Substitute Teacher plans work assignments, provides instruction, supervision, and training of individuals or groups of students in a school setting. Job activities include instruction of students in a variety of education environments including classrooms, learning centers, and other facilities.

REPRESENTATIVE DUTIES:

- Report to the main office prior to student arrival time to allow time to sign in, review lesson plans, and prepare lesson materials as needed.
- Maintain professional, respectful, and caring demeanor at all times.
- Be familiar with the building, posted notices or announcements, and other teachers and staff who are available throughout the day.
- Be familiar with emergency, student behavior, and student medical plans.
- Provide direction to students in emergency situations.
- Maintain as fully as possible the established routines and procedures (including classroom management techniques) for the school and classroom.
- Teach lessons outlined in the Substitute Teacher plans as prepared by the absent teacher or provided by the grade level team or department chair.
- Assume responsibility for overseeing student behavior in the classroom and surrounding areas during supervisory times.
- Consult with the principal and staff to resolve any questions and concerns that arise.
- Take attendance in accordance with school procedures.
- Ensure that the students are never left unattended in the classroom.
- Perform duties usually required of the absent teacher such as supervision during recess, before and/or after school, bus duty, etc.
- Follow directions given by the absent teacher to conclude the school day (process student work that is collected, grade papers, tidy room, etc.).
- Provide a written feedback summary to the teacher, including comments on behavior of students, lessons completed, and parent questions.
- Ensure the classroom is in order, student work and instructional materials are organized, and all students have been picked up or taken to office at the end of the assigned workday.
- Check out at the main office at the end of the day; return badge (if issued), key, and any other items as required.
- For long-term assignments, prepare lesson plans, assess student work, conduct parent conferences, and assign grades in consultation with the assigned teacher, principal, and/or grade level or department team.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Classroom management techniques
- Demonstrate professionalism and contribute to a positive work environment.
- Organize tasks and manage time effectively.
- Skillfully manage individual, group, and organizational interactions.
- Effectively use verbal, nonverbal, writing, and listening skills.
- Avert problem situations and intervene to resolve conflicts.

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Indoor office environment; school setting subject to frequent interruptions
- Temperature - normal climate

PHYSICAL DEMANDS:

- Dexterity of hands and fingers
- Lifting, carrying, pushing, pulling as assigned by position
- Seeing, hearing and speaking to exchange information
- Moderate to high stress level
- Daily contact with students, teachers, school and District staff
- Frequent contact with parents, community members and outside agency personnel

HAZARDS:

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

EDUCATION, LICENSES, CERTIFICATES:

- Valid California Teaching Credential or Emergency 30-Day Substitute Teaching Permit

TERMS OF EMPLOYMENT:

Substitute teachers are considered “at will” employees and can be released from employment at any time. Availability of assignments varies from day to day. There is no guarantee of daily work.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.