

## Job Description: Substitute - Teacher

Job Family:	Support	Effective Date:	2/2006
FLSA Status:	Exempt	Revision Date:	5/2008
EEO Code:	016	Approved By:	Superintendent
Reports To:	Principal and Director of Human Resources	Approved By:	Board of School Trustees

### Primary Purpose of Position

To serve in the capacity of the Substitute Teacher and perform the appropriate essential functions and responsibilities.

### Essential Functions and Responsibilities

- Work in the absence of a regular teacher in classrooms throughout the district and in all grade levels, kindergarten through grade 12.
- Teach students academic, social and motor skills in accordance with existing lesson plans and school procedures.
- Lecture, assign lessons, grade and correct papers, utilize audiovisual teaching devices, counsel and monitor student behavior
- Perform student health and safety related tasks necessary for a particular student or students including, but not limited to, health care services related to students with diabetes, basic life support, therapeutic, and sanitary service, and taking other actions reasonably necessary to prevent harm or injury to a student as determined by the student's Individual Health Plan (IHP), Individual Education Plan (IEP), or 504 Plan.
- Perform other duties as assigned by the Principal and Director of Human Resources.

### Knowledge and Skills

- Highly developed communication and interpersonal skills in order to relate to students, parents, staff, administrators, and community. Ability to negotiate effective working relationships, and develop position resolutions to conflict.
- Strong organization skills in order to manage multiple issues simultaneously combined with ability to effectively prioritize.
- Ability to work independently and within a team while maintaining cooperative working relationships.

### Minimum Qualifications

**Education:** High school graduate or equivalent. Requires a current Indiana Substitute Teacher Permit.

## **Expectations of Employee**

- Adheres to Muncie Community Schools (MCS) policies and procedures.
- Acts as a role model within and outside MCS.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about MCS issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time prepared to perform duties of position.
- Meets productivity standards and requirements developed by the Principal and/or Director of Human Resources.

## **Physical Requirements**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally, the employee must lift and/or move up to forty (40) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information. Requires ability to work occasional evenings and/or weekends. Involves limited travel.

## **Working Environment**

Educational building and office environment with personal computer, files and shelves overhead and below work surface. Use of standard office equipment, (i.e., telephone, fax, copier.)

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.