

Stark County ESC

Substitute Teacher (24)

JOB POSTING

Job Details

Title Substitute Teacher
Posting ID 24
Description Stark County Educational Service Center
Substitute Teacher

Employer: Stark County Educational Service Center
and/or individual Stark County School Districts
Responsible to: Stark County ESC school district(s) Principal
Salary Range: Daily rate determined per district

Minimum Qualifications:

- Bachelor's degree - must provide official college transcript showing conferred date
- Valid Ohio teaching license OR valid Ohio Substitute Teaching license issued by the Ohio Department of Education
- Completed online application including references, updated annually
- Agree to authorize Stark County ESC to conduct/obtain a criminal history background check/fingerprinting.

Additional Employment Requirements:

- Must possess strong moral character
- Must have access to reliable transportation
- Serve as a role model for students; is sensitive to and supportive of the needs of students with disabilities and/or from culturally diverse backgrounds and adhere to and enforce all board policies
- Models non-discriminatory practices in all activities
- Establish effective working relationships with staff and students and the ability to maintain effective classroom management strategies
- Demonstrate the ability to follow oral and written directions

Job Duties and Responsibilities include, but not limited to:

- Report to school office at beginning of school day for required materials/schedule of classes and at the end of the school day to return materials. Seek clarification if needed.
- Follow each school district/building policies and procedures.
- Implement lesson plans or work schedules as provided by the classroom teacher or employee, ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
- Perform duties of absent teacher including, but not limited to lunchroom duty, hall monitoring, and bus detail, if applicable.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Maintain and respect confidentiality of student and school personnel information.
- Maintain discipline and classroom control fostering a safe and positive environment for all students and staff in accordance with school policies.
- Ensure the adequate supervision to assure health, welfare, and safety of all students.
- Dismiss all students from the classroom before leaving the building.

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately (must report prior to leaving the assignment at the end of the day).
- Provide report or summary of activities accomplished, lesson plans completed and not completed, and additional information classroom teacher may need to know.
- Collect student assignments for teacher.
- Perform additional duties as may be assigned by building administrator or his/her designee in accordance with school policies and practices.

Other Duties and Responsibilities:

- Maintain a consistent pattern of positive work habits and personal traits:
 - Punctuality, promptness, accuracy, and thoroughness.
 - Adaptability, dependability, and initiative.
 - Loyalty, courtesy, and professional appearance.
 - Ability to work well with others.
- Comply with the policies of the board and regulations of the Stark County Educational Service Center and individual school district procedures.

"An Equal Opportunity Employer"

Shift Type
Salary Range
Location

Substitute
Per Day
Stark County ESC

Applications Accepted

Start Date **04/27/2018**

Job Contact

<i>Name</i>	Substitute Teaching Office	<i>Title</i>	
<i>Email</i>	substitute@email.sparcc.org	<i>Phone</i>	330-492-8136, ext. 1312