

Columbia Falls School District #6

SUBSTITUTE TEACHER

REPORTS TO: HR Generalist/Building Principal

ESSENTIAL FUNCTIONS:

Instructs classes in the absence of the regular teacher.

Assumes all other duties and responsibilities for a teacher during the time the teacher is absent.

Prepares lesson plans if instructed to do so by the building principal.

Maintains order in the classroom.

Maintains records, including but not limited to recording student grades, student assignments, projects, and other clerical work as instructed by the absent teacher.

Supervises students and aides.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Valid Montana Teaching Certificate with proper endorsement or eligibility for certification.

Ability to follow both oral and written directions and instructions.

Ability to effectively present information and respond to questions from students, parents, staff.

Ability to handle stressful situations.

Ability to maintain confidentiality of student matters.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, fax machine, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students.

The noise level in the work environment is usually moderate, depending on the nature of the assigned course.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.

History

Revised on: July 1, 2020

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____