

BELLEVUE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SUBSTITUTE TEACHER**

File 307

Reports to: Principal or assigned supervisor

Job Objective: Implements the absent teacher's prepared lesson plans.

NOTE: Assignments are non-binding. Duties may be modified or discontinued. Performance of functions described in this document may vary in scope, frequency and duration. Substitute staff may be required to perform all duties identified in the absent employee's job description.

- Minimum Qualifications:**
- Complies with state department of education substitute teacher requirements.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Anticipates time constraints. Manages tasks efficiently to meet deadlines.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Demonstrates the ability to use technology equipment/systems associated with job functions.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits consistent, impartial and resourceful problem-solving skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets mandated health screening requirements following a conditional offer of employment.

NOTE: Position requires successful completion of blood-borne pathogen/communicable disease child abuse/neglect training as a condition of employment. Duties may require traveling between classrooms and sharing classroom space as needed to meet the educational needs of students.

- Essential Functions:**
- 1. Teaches assigned classes/subject matters as scheduled. Implements appropriate lesson plans aligned with state standards/district curriculum goals.**
 - Reports to the office to sign in/out.
 - Complies with building work schedules/hours. Works cooperatively with other teachers.
 - Assumes responsibility for learning all emergencies procedures (e.g., evacuations, lock downs, adverse weather, power failures, etc.). Promptly reports all personal injuries.
 - Performs all building/program duties assigned to the absent teacher as directed.
 - Consults with the assigned administrator/supervisor to resolve questions and/or concerns.
 - Follows the absent teacher's written lesson plans.
 - Learns the proper procedure for operating equipment associated with the assignment.
 - Prepares the classroom or designated area for instruction.
 - Communicates program objectives/performance expectations to students/parents and staff.
 - Uses formal and informal assessment strategies to manage student learning and monitor progress.
 - Collaborates with staff to identify/resolve problems that impede student learning. Ensures student assessment methods and planning activities are objective.
 - Follows district protocols to safeguard student information shared with staff and/or referral sources.
 - Provides opportunities for all students to participate in an inclusive educational environment.
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students better understand themselves, make appropriate choices and grow academically. Promotes cultural awareness, self-reliance, critical-thinking and creativity skills.
 - Facilitates student learning activities that encourage teamwork and positive peer relationships.
 - Prepares a written summary of work completed. Makes the absent teacher aware of special situations or problems encountered.

 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Encourages community participation in school-sponsored activities.
 - Helps students understand/embrace ethical conduct and democratic values.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Maintains an acceptable attendance record and is punctual.
 - Pursues the continuous advancement of academic standards.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Strives to develop rapport and serve as a positive role model for others.

- Values parent input and strives to keep student's stakeholders informed.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in staff meetings, conferences and other required school activities as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Keeps current with professional advances associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Provides appropriate supervision. Implements effective pupil management procedures.
- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: March, 2012