



SUBSTITUTE TEACHER

POSITION DESCRIPTION

BASIC FUNCTION:

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.

ESSENTIAL DUTIES:

- Maintain professional, respectful, and caring demeanor at all times.
- 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.
- Be familiar with the building, posted notices or announcements, and other teachers who are available throughout the day.
- Be familiar with emergency, student behavior and student medical plans.
- 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.
- Assume responsibility for overseeing student behavior in the classroom and surrounding areas during supervisory times.
- Consult with principal and staff to resolve questions and concerns.
- Take attendance in accordance with school procedures.
- Ensure that the students are never left unattended in the classroom.
- Provide direction to students in emergency situations.
- Perform duties usually required of absent the teacher such as recess, before and/or after school duty, bus duty, etc.
- Follow directions given by the absent teacher to conclude school day (process work, grade papers, tidy room, etc.).
- Provide a written feedback summary to the teacher. Include 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, key, and any other items as required.
- For long-term assignments, prepare lesson plans, assess student work, and assign grades in consultation with the assigned teacher, principal and/or grade level or department team.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Classroom management techniques.

ABILITY TO:

- 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.

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential or Emergency 30-Day Substitute Teaching Permit
- Official CBEST Verification or an equivalent

WORKING CONDITIONS:**ENVIRONMENT:**

Active school and classroom environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally to reach materials.
- Ability to lift 25 pounds.

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.

NONDISCRIMINATION STATEMENT:

Santa Clara Unified School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, gender identity, or gender expression), mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

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