

DINUBA UNIFIED SCHOOL DISTRICT

TITLE: SUBSTITUTE TEACHER

GENERAL DESCRIPTION

Provide standards-based instructional activities that build student competence in reading, writing and arithmetic. Monitor students throughout the school day for student safety and maintain accurate and timely records of student progress. Able to work effectively with a wide range of students.

DESIRABLE QUALIFICATIONS:

1. Must hold a valid substitute permit issued by CTC (Commission on Teacher Credentialing) as well as a COC (Certificate of Clearance).
2. Ability to use technology effectively to support instruction
3. Planning, organizational, and interpersonal skills
4. Personal and professional judgment
5. Exhibit successful classroom teacher competencies
6. Ability to work collaborative with colleagues, parents and the community
7. Possess a valid California Driver's License

RESPONSIBILITIES:

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Adapt teaching methods to fit the needs of each individual student
- Supervise students in and out of the classroom, including in the halls, on the playground and in the cafeteria
- Provide in-class and at-home assignments based on the available lesson plan provided by the Teacher
- For long-term substitutes: develop lesson plans and assignments consistent with the regular teacher's past lesson plans
- Takes full responsibility of the renewal of my substitute permit on or before the expiration date; through CTC or contacting TCOE. I understand failure to renew my permit may result in the loss of wages for any days worked after the expiration date. Initial: _____

SALARY:

- \$165 Daily - Regular Rate (Anything LESS than 6 hours = Hourly Rate of \$ 27.50)
 - (1-30 Days)
- \$177 Daily – Long Term Assignment (31+ Days) In order to be eligible for a long term sub assignment, you must hold a teaching credential in that specific subject and CTC requires subs to complete the Extended Leave Teaching Permit and pay a fee of \$ 100.00.

Print Name

Date: _____

Signature