



6578 Santa Teresa Boulevard | San Jose, CA 95119 | Phone: (408) 227-8300 | Fax: (408) 629-7183

SUBSTITUTE TEACHER

DEFINITION:

Under direction, provides large and small group instruction during the regular teacher's absence; develops classroom lesson plans or follows lesson plans provided by the teacher; maintains standard pupil behavior and provides an orderly learning environment; may be asked to grade papers, correct assignments and check homework depending upon the length of the assignment; performs other related duties as assigned, including playground supervision, passing duty, other additional classroom support as assigned by the school principal. The typical day for substitutes is a 7-hour day.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides learning experiences and teaches the lessons of study prescribed by the classroom teacher or administrator.
- Develops and uses instructional materials suitable for verbal and/or visual instruction of students with a wide range of mental, physical, and emotional maturity.
- Provides individual and group instruction designed to meet individual needs and motivate students.
- Establishes and maintains standards of student control required to achieve effective participation in all activities.
- Provides appropriate instruction and activities for students to meet school/ District policies goals and objectives.
- Follows school protocols and procedures.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CREDENTIAL:

Possession of a valid California teaching credential with CLAD/BCLAD authorizing service at the elementary or secondary level preferred • or valid emergency 30 Day Substitute Teaching

Permit based on the baccalaureate degree and CBEST (California Basic Education Skills Test).



6578 Santa Teresa Boulevard | San Jose, CA 95119 | Phone: (408) 227-8300 | Fax: (408) 629-7183

EDUCATION:

Bachelor's degree including all courses to meet credential requirements.

EXPERIENCE:

Student teaching, internship, or other teaching experience.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The individual is occasionally required to sit and stoop, kneel, crouch, or crawl. The individual must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.