

LYON COUNTY SCHOOL DISTRICT

Teacher – Substitute

Job Group: General Education Services-Licensed Substitute

Classification: Certified Substitute

Terms of Employment: 9 Months or (185/187 Days) full or half days

FLSA STATUS: EXEMPT

This is a daily rate position assigned to the Unclassified Salary Schedule.

POSITION SUMMARY: The substitute teacher will implement into daily student instruction appropriate educational curriculum based on the Nevada Academic Content State Standards and the Lyon County School District approved curriculum based on lessons provided by the host teacher. The substitute teacher will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs and goals. This person will be expected to adhere to the LCSD Professional Standards for Licensed Employees as outlined in policy and report directly to the school site administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Administer appropriate district curriculum that is aligned with the Nevada State Standards and/or the upcoming Common Core State Standards.
2. Ensure the opportunity for all students to learn in a respectful environment.
3. Create and maintain a positive, orderly, and academically focused instructional environment.
4. Develop and implement effective lessons using the LCSD lesson plan template provided by host teacher.
5. Analyze student progress and provide individualized instruction and feedback.
6. Ensure compliance with special services such as IEP's and other related mandates.
7. Provide classroom management and discipline that ensures safety at all times.
8. Ensure compliance with assessment regulations and guidelines at all times.
9. Develop a classroom climate that promotes positive learning conditions.
10. Ability to appropriately handle stress and interact professionally and collaboratively with administration, staff, parents, and community.
11. Integrate technology into the instructional programs, curriculum, and lessons.
12. Maintain accurate and timely records.
13. Participate in other job-related duties and activities related to the position as assigned.
14. Regularly and consistent punctuality and attendance are essential functions of the job.

POSITION EXPECTATIONS:

1. Demonstrate knowledge, skill, and ability to provide instruction in a classroom.
2. Work cooperatively with students, parents, peers, administration, and community members.
3. Guide the learning process toward achievement of curriculum and student goals.
4. Establish and communicate clear objectives for all lessons, units, and projects.
5. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
6. Participate as collaborative member with other faculty and staff.
7. Maintain accurate and complete records as required by law and district policy.
8. Maintain and improve professional competence through continued education and in-service.
9. Communicate professionally and effectively in written, oral, and non-verbal terms.
10. Perform other job-related duties as may be assigned by the site administrator/supervisor.

POSITION REQUIREMENTS:

Education and Training: Minimum 60 credits from an accredited college or university.

Licenses and Certifications: Must possess or be able to acquire a Nevada substitute teaching license issued by the Nevada Department of Education by start date.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing			X	
Walking			X	
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up To 50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping		X		

Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____