

Bourne Public School District
Functional Job Description

Title: Long Term Substitute Teacher

Reports to: Building Principal

Job Goal: To plan and provide instruction, manage the classroom environment, and fulfill the daily responsibilities of a teacher/staff member in their absence

Essential Duties and Performance Responsibilities:

1. Follows the teachers/staff members schedule, and performs all duties, and before and after school obligations, as set forth in the collective bargaining agreement, in the teacher's absence
2. Attends and participates in all meetings, including staff meetings and common planning time, before, during, and after school in the teacher's absence (Special Education Long Term Substitute positions will engage in tasks related to assessments, IEP writing, and meetings at the discretion of the Director of Student Services and based on candidate's experience)
3. Plans and implements instructional lessons in alignment with curriculum; consults with building administration, team leaders, and curriculum directors to resolve questions and/or concerns related to instruction, content, and curriculum
4. Provides supervision of students throughout the school day across settings and activities
5. Maintains a safe classroom environment and contributes to a safe school environment
6. Implements plans for students, including special education, health care, 504 plans, safety plans, and any other academic, emotional, or civic plan linked to students
7. Completes daily/class attendance and other record keeping, which can include assessment development, correcting, grading, progress reports, and report cards as required and/or assigned by the building administration
8. Complies with all building procedures, expectations, and schedules
9. Ensures the proper use and care of school property, including technology and lab equipment
10. Responds to the needs of all students in the absence of the teacher
11. Completes classroom preparation, organization and clean up when necessary
12. Communicates with families, colleagues, adjustment and guidance counselors, special service providers, and other personal about the success, progress, and need of all students
13. Perform other duties as assigned by the Building-based Principal and/or Administration

14. Provides a written summary of the work completed and overall behavior of each class upon completion of the long term substitute assignment; makes the teacher aware of special situations or problems that may have occurred

Physical Demands

- Participate, complete, and adhere to all district wide mandatory trainings, including but not limited to confidentiality, civil rights, conflict of interest, technology use, and security requirements
- Must be skilled in the use of technology for use of instruction, record keeping, and communication
- Auditory and Verbal Communication - Must be able to communicate effectively and efficiently by telephone and in person with School Committee members, staff, students, parents and the public.
- Physical Abilities - agility and strength to perform job related tasks appropriate for the age and/or grade level. Frequently required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run. Must be able to occasionally lift and/or move students/objects. Must be able to work in a noisy, stressful, high pressure environment and maintain student safety. Must be able to respond to emergency situations. May be exposed to bodily fluids including saliva, urine, feces, vomit, blood, and/or other bodily fluids. May be required to assist with student personal hygiene and toileting. May be required to complete district approved de-escalation and safety training
- Extended Concentration, Excellent Recall Abilities and the Ability to Remain Calm in Stressful Situations - These capabilities are an important part of properly fulfilling the requirements of this position.

Qualifications

- Minimum of a Bachelor's Degree
- Valid MA licensure in the area of need
- Experience working with children as deemed appropriate by the Superintendent
- Demonstrated ability to instruct all students and to maintain purpose and order in the classroom and all other areas of the school
- Commitment to continuously improve professional competence
- Demonstrated ability to design and deliver instruction to facilitate learning consistent with the philosophy, goals, curriculum and policies as established by the School Committee and the needs and interests of the students.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this category. They are not intended to be construed as an exhaustive list of all responsibilities and duties required

Salary: Per CBA Bach. L1S1 after day 10 of consecutive employment in this role

Evaluation: Evaluated by the Principal