CATASAUQUA AREA SCHOOL DISTRICT

Substitute Teacher

Assignment: Building Specific
Department: Building
Reports to: Principal

Position Definition: The Substitute Teacher is a daily position that reports directly to the building principal. The individual facilitates and directs the learning experiences of students, attaining the general and specific objectives of their subject area, the regular classroom teacher, the school, and the school district. The Workday will consist of 7 hours paid work time and 30 minutes unpaid/unassigned lunch. His/her duties include, but are not limited to, the following:

Essential Duties and Responsibilities

Planning for Teaching

- ► Review and implement Regular Teacher plans and objectives for each course taught.
- ► Use a variety of materials and provide appropriate learning experiences considering both the subject matter and the development of the child.

Motivating Students

- ► Use a variety of activities and motivational strategies to develop each student's interest.
- ► Implement Regular Teacher activities and directions to keep students focused and actively engaged.

Developing and Managing School Climate

- ► Create an atmosphere conducive to the intellectual, social, emotional, and moral development of the students.
- ► Control the behavior and activities of the students in order to attain goals.

Clerical

- ► Report student achievement and behavioral information to the appropriate individuals throughout the school day as well as upon completion of daily assignment.
- ► Report the attendance of students as directed by the administration.

Miscellaneous

- ► Within his/her area of expertise, any other duty or responsibility as defined by building principal or designee within the context of current collective bargaining agreement.

Qualifications

Education/Experience

- ♦ Bachelor's Degree and PA certification in appropriate content area; Individual must possess a valid Pennsylvania driver's license at time of hire.

Reasoning Ability

- ♦ Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

Language Skills

- ♦ Ability to read and interpret documents such as safety rules, technical manuals, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and employees of the organization.

Physical Demands

The physical demands described here are representative of those that must be met by an employee 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 employee is regularly required to sit and talk and hear. The employee frequently is required to use hands to handle or feel and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. The employee is regularly required to use the phone, FAX, a computer, typewriter, and document imaging equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Board Approved 02/19/2015