

Midwestern Intermediate Unit IV

Title: Floating Substitute Teacher

Date: June 22, 2022

Reports to: Supervisor of Special Education

Approved by: Board of Directors

Job Summary: Assist, as a member of a professional team, in providing each student with the individually tailored help, counsel, and learning experience needed to make progress toward educational goals established in the absence of the regular staff member. This position is hired annually on an as needed basis.

Primary Duties and Responsibilities:

1. Review with appropriate staff members all plans and schedules to be followed for the teaching day and make as few changes as possible to the schedule.
2. Maintain a log of activities completed during the day and share it with the classroom staff and supervisor.
3. Assume responsibility for overseeing students' daily schedule.
4. Assist students with personal hygiene, feeding, toileting or diapering, and all educational needs.
5. Keep abreast of new developments in the field of education.
6. Other duties may include all or some of the following:
 - a. Teach and engage all students
 - b. Confer with staff members
 - c. Follow the school and classroom routines
 - d. Follow lesson plans, behavior plans, individualized education plans
 - e. Maintain a safe, clean, and orderly classroom environment conducive to learning
Disinfect student supplies, desks, tables, and equipment on a daily basis
 - f. Report accidents and any discipline issues to the direct supervisor
7. Perform other duties as assigned by the Supervisor.

Qualifications:

- Pennsylvania Special Education Certification required
- Personal flexibility enabling adjustment to varied teaching styles and methodologies
- Must have a valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs., and ability to lift and/or assist in lifting students of ages ranging from 3-21 and their assistive equipment or devices up to 50 lbs.
- Ability to mostly stand, walk, or move throughout the classroom for extended periods of time.

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical classroom environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills; must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)