

Long Term Substitute Teacher

DEPARTMENT:	Schools	REPORTS TO:	Principal, Assistant Principal
WORK SCHEDULE:	10 months (max)	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	See Asterisk Below**

Position Description

Teach primary, intermediate, or secondary grade levels in one or more subject areas to prepare students for success and promote lifelong learning. Create a safe and engaging classroom environment that fosters the academic and social development of students. Design lessons to achieve learning targets and assess student growth to ensure each student makes adequate progress.

Task Title	Essential Job Functions	Percent of Time Spent
Instruction & Classroom Management	<ul style="list-style-type: none"> Instruct students individually and in groups, using teaching methods such as lectures, discussions, and demonstrations. Establish clear objectives for all lessons, units, and projects and communicate those objectives to students. Understand and utilize a variety of methods and techniques to meet the needs of all students and facilitate achievement of the objectives. Follow IEPs, 504s, BIPs, and other student needs/ accommodations. Support the intellectual, social, and personal development of all students. Prepare students for future success by encouraging them to explore learning opportunities and to persevere with challenging tasks. Establish and maintain a classroom environment which is conducive to learning. Organize and manage learning spaces, equipment, and materials. Manage student behavior in an appropriate and constructive manner. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage. 	55%
Planning	<ul style="list-style-type: none"> Develop, implement, and evaluate curriculum based upon student, district, and state standards data. Prepare objectives and outlines for courses of study, following curriculum guidelines or educational standards. Prepare materials and classrooms for class activities. Tailor lessons and create scaffolding materials to accommodate diverse learning needs. 	15%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> • Upload and maintain classes in the District’s learning management system (LMS). 	
Assessment	<ul style="list-style-type: none"> • Evaluate student progress utilizing a variety of assessment activities to determine the needs and progress of students. • Provide feedback to students • Administer and grade tests and assignments to evaluate students' progress. • Use formative and summative assessment strategies to assess the learner’s progress and plan ongoing instruction. • Observe and evaluate students' performance, behavior, social development, and physical health. • Maintain accurate and complete student records as required by laws, district policies, and Board of Education policy. • Maintain strict confidentiality. 	12%
Meetings & Administrative Duties	<ul style="list-style-type: none"> • Collaborate with other staff members to plan and improve lessons to promote learning, following approved curricula. • Participate in staff, department, team, and IEP meetings. • Perform administrative duties, such as paperwork, making copies, school library assistance, hall and cafeteria monitoring, and bus loading and unloading. • Serve on committees, as required. 	8%
Communication & Relationship Building	<ul style="list-style-type: none"> • Develop positive interpersonal relationships with students, staff, parents, and administrators. • Defuse stressful situations with others. • Communicate with administration. • Communicate with parents and families about student progress (grading, report cards, behavior, etc.) • Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems. • Communicate with students outside of class about their progress, learning, performance, missed class time, upcoming deadlines, and other topics. 	5%
Professional Development	<ul style="list-style-type: none"> • Actively participate in professional growth activities. • Complete annual trainings. 	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.

- **Decision-making Authority:** Decisions impact a small team or program

Qualifications

Required

- **Education:** High School Diploma/GED and 36 semester hours of credit from a regionally accredited, academic degree-granting, college or university. Verification of these hours must be provided with an original transcript from each institution the applicant has attended.
- **Licensure:** Missouri Content Substitute Certificate or a valid Missouri Teaching Certificate in subject and grade level taught. A Content Substitute certificate may be granted to an individual who has completed a minimum of 36 semester hours of credit from a regionally accredited, academic degree-granting, college or university. Verification of these hours must be provided with an original transcript from each institution the applicant has attended.
- Able to lift and carry up to 20 pounds.

Preferred

- **Education:** Bachelor’s degree in Education or a related field.
- **Previous Work-Related Experience:** One or more years of previous teaching experience or experience working with children.
- **Certificates, Certifications, or Other Training:** CPR certification & First Aid training

Knowledge & Skills

Knowledge

- **Basic:**
 - Administrative: Administrative and office procedures, functions, and basic office tasks,
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy.
- **Intermediate:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including audio-visual aids and learning management systems.
 - Positive behavior supports
- **Advanced:**
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects. Knowledge of developmentally appropriate practice and the central concepts, structures, and tools of inquiry of the discipline(s).
- **Expert:**
 - N/A

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Writing, Active learning, Active listening, Critical thinking, Learning strategies, Monitoring, Time management, Coordination, Instructing, Service orientation, Social perceptiveness,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Negotiation, Complex problem solving, Judgment and decision making, Systems evaluation, Mathematics, Science
- **Occasionally (Up to 2.5 hours or 32% of the day):** Persuasion, Systems analysis,
- **Rarely (Less than 1 hour or 12% of the day):** Management of material resources, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Standing, Walking, Finger Dexterity
- **Occasionally (Up to 2.5 hours or 32% of the day):** Sitting, Multi-limb coordination, Reaching, Repetitive motion, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Crouching/Kneeling, Balancing, Carrying/Lifting, Climbing, Pulling/Pushing

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

***Substitute teachers must be evaluated on an individual basis to determine whether they qualify for the teacher exemption under the applicable regulations, 29 C.F.R. § 541.303. These regulations exempt from minimum wage and overtime pay “any employee with a primary duty of teaching,*

tutoring, instructing or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational establishment by which the employee is employed.” Id. § 541.303(a). Having a primary duty of teaching generally involves “by its very nature, exercising discretion and judgment.” Wage and Hour Division Fact Sheet #17D.

Substitute teachers qualify for the professional exemption if their primary duty is teaching and imparting knowledge in an educational establishment. On the other hand, substitute teachers whose primary duties are not related to teaching—for example, performing general clerical or administrative tasks for the school unrelated to teaching their assigned students, or manual labor—do not qualify for the professional exemption.

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