



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: SUBSTITUTE TEACHER – BASIC JOB SPECIFICATIONS

PRIMARY FUNCTION:

The position of Substitute Teacher, under the supervision of the site administrator and the Assistant Director of Certificated Personnel and/or designee, will function on call as needed as a substitute, on short term or long term assignments at the Elementary, Middle School, High School, Alternative Education Centers, Preschool, Riverside Adult School, Riverside Virtual School and Independent Study Levels.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or higher

CERTIFICATION REQUIREMENT

- Valid California Teaching Credential authorizing service as a substitute teacher.
- Proof of CBEST passing score or Basic Skills Requirement

AREAS OF RESPONSIBILITY:

- Follow lesson plans effectively.
- Teach pupils the skills necessary for those pupils to achieve performance standards established by the Board of Education
- Demonstrate sensitivity to various family and cultural patterns in planning and following classroom activities.
- Maintain attractiveness and cleanliness of room environment.
- Instruct pupils in citizenship, in basic communication and computation skills, and in other elements of the course of study as specified by law and school district policy or directives.
- As needed and/or when necessary, develop and maintain lesson plans and instructional materials that provide and organized base for instruction
- Maintain effective and proactive standards of pupil behavior needed to provide a positive classroom atmosphere conducive to learning
- Keep an accurate record of each pupil's attendance
- Supervise pupils in classroom and in other school-sponsored activities as assigned by the principal or personnel administrator.
- Assist regular certificated personnel as needed.

- Act as a roving substitute to cover classrooms during I.E.P. meetings, or if regular classroom teachers have meetings.
- May be asked to cover half day (AM or PM), whole day or hourly assignments as needed.
- May be required to perform period supervision, or cover vacant assignments as needed during the instructional day.
- Perform other duties related to the basic assignment

Essential Job Requirements - Qualifications

- Plan, prepare, follow and present lessons effectively.
- Work independently with little direction.
- Maintain an instructional program and a class environment favorable to learning and personal growth.
- Ability to work in a diverse socio-economic and multicultural community.
- Maintain professional and positive relationships with students, colleagues administration and district personnel.
- Operate a computer and job related equipment.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations.
- Establish and maintain a variety of accurate record keeping and filing systems
- Read, write and speak English fluently.
- Communicate effectively both orally and in writing.
- Maintain consistent, punctual and regular attendance.

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication

- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations