

Position: Substitute Teacher**Classification:** Certificated**Reports to:** Site Administrator**Range:** Payment Schedule

SUMMARY

A substitute teacher is employed on an on-call day-to-day basis. Substitutes are expected to fulfill all functions of the substitute position in a satisfactory manner.

Under the direction of the site administrator and the Assistant Superintendent of Human Resources or designee, to function on call as needed as a substitute, on short term or long term day-to-day assignments, at the Elementary, Middle School, High School, Continuation High School, Preschool, Special Education, Adult Education, Opportunity, and Independent Study levels.

SPECIFIC RESPONSIBILITIES

1. Responsible for continuous supervision of students in the classroom.
2. Follow lesson plans effectively.
3. Responsible for student academic growth and development in meeting student academic needs by providing appropriate and approved instruction.
4. Demonstrate sensitivity to various family and cultural patterns in planning and monitoring classroom activities.
5. Maintain attractiveness and cleanliness of room environment.
6. Work cooperatively and collaborative with District staff, support personnel, site level staff, and parents to provide effective learning activities for students.
7. Supervise pupils in out-of-classroom activities during assigned work-time, and accept responsibility for maintaining behavior standards school-wide.
8. Maintain standards of pupil behavior needed to achieve a desirable safe learning environment in and out of the classroom.
9. Provide a classroom climate and learning experience that supports the emotional, physical, social, and mental development of the student.
10. Follow all district and Certificated Substitute Handbook guidelines and site level regulations/procedures.

OTHER FUNCTIONS:

1. Assist regular certificated personnel as needed.
2. Act as a roving substitute to cover classrooms as assigned or directed.
3. May be asked to cover one-quarter, half-day or three-quarter day assignments, as needed.
4. May be required to perform period supervision, or cover vacant assignments as needed during the instructional day.

KNOWLEDGE OF AND ABILITY TO:

1. Read, write, and speak English fluently.
2. Plan, prepare, follow, and present lessons effectively.
3. Maintain a climate conducive to student learning.
4. Maintain classroom discipline and apply classroom management strategies.

5. Develop and maintain open channels of communication between students and staff.
6. Keep records that meet the needs of the students and teachers.
7. Adhere to school and District policies and guidelines.

EDUCATION

[Emergency 30-Day Substitute Teaching Permit](#) (Day-to-Day Substitute Teaching)

[Emergency Substitute Teaching Permit for Prospective Teachers](#) (For individuals who have not earned a Bachelor's or higher degree)

[Emergency Career Substitute Permit](#) (For individuals with 3+ years of substitute teaching in one school district)

[Emergency Designated Subjects Career Technical Education Permit for 30-Day Substitute Teaching Service](#) (For substitute teaching in Career Technical Education [CTE] classes)

Multiple Subject Teaching Credential

Single Subject Teacher Credential

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.