Oak Grove School District

Position Description

TITLE: Substitute Teacher
Classification: Non-Union Position

REPORTS TO: School Principal or Designee
BOARD APPROVAL: June 18, 2026

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under direction, provides large and small group instruction during the regular teacher's absence; develops classroom lesson plans or follows lesson plans provided by the teacher, maintains standard pupil behavior, provides an orderly learning environment, may be asked to grade papers, correct assignments and check homework depending upon the length of the assignment; performs other related duties as assigned, including playground supervision, passing duty, other additional classroom support as assigned by the school principal. The typical day for substitutes is a 7-hour day.

TYPICAL DUTIES

- Provides learning experiences and teaches the lessons of study prescribed by the classroom teacher or administrator.
- Maintains professional, respectful, and caring demeanor at all times.
- Takes attendance in accordance with school procedures.
- Ensure that the students are never left unattended in the classroom.
- Assumes responsibility for overseeing student behavior in the classroom and surrounding areas during supervisory times.
- Develops and uses instructional materials suitable for verbal and/or visual instruction of students with a wide range of mental, physical, and emotional maturity.
- Provides individual and group instruction designed to meet individual needs and motivate students.
- Establishes and maintains standards of student control required to achieve effective participation in all activities.
- Consult with the principal and staff to resolve any questions and concerns that

arise.
- Provides appropriate instruction and activities for students to meet school/ District policies goals and objectives.
- Follows school protocols and procedures.
- Perform duties usually required of the absent teacher such as supervision during recess, before and/or after school, bus duty, etc.
- Provides written feedback to the teacher, including comments on behavior of students, lessons completed, and parent questions.
- Ensure the classroom is in order, student work and instructional materials are organized, and all students have been picked up or taken to office at the end of the assigned workday.
- Check out at the main office at the end of the day; return badge (if issued), key and any other items as required.
- Performs other related duties as assigned.

ADDITIONAL DUTIES FOR LONG TERM SUBSTITUTES (15 DAYS OR MORE IN THE SAME POSITION)

Substitutes can work in a long term capacity for up to 20 days (special education assignment) or 30 days (general education assignment). Long term substitute assignments receive retroactive pay to day 1 at the long term sub rate after the 15th consecutive day in the assignment

Additional long term substitute duties include: attending staff meetings, preparing lesson plans, assessing student work, conducting parent conferences, regularly checking district email, utilizing district educational programs, assigning grades in consultation with the assigned teacher, principal, and/or grade level or department team, and completing items to prepare for the end of the school year, as appropriate.

MINIMUM QUALIFICATIONS

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 essential functions.

- CREDENTIAL: Possession of a valid California teaching credential with CLAD/BCLAD authorizing service at the elementary or secondary level preferred or valid emergency 30-Day Substitute Teaching Permit based on the baccalaureate degree and CBEST (California Basic Education Skills Test).
- EDUCATION: Bachelor's degree including all courses to meet credential requirements.
- LICENSE: A Valid CA Driver’s License is required (for roving substitute teachers only) and/or the ability to deliver in-person services to students on-site.
- EXPERIENCE: Student teaching, internship, or other teaching experience.
- REASONING ABILITY: Ability to solve practical problems and deal with a variety of

concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

KNOWLEDGE AND ABILITIES

- Classroom management techniques
- Demonstrate professionalism and contribute to a positive work environment
- Organize tasks and manage time effectively
- Skillfully manage individual, group and organizational interactions
- Effectively use verbal, nonverbal, writing and listening skills
- Avert problem situations and intervene to resolve conflicts

WORKING CONDITION(S)/PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the individual is regularly required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear, and taste or smell. The individual is occasionally required to sit and stoop, kneel, crouch, or crawl. The individual must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Oak Grove School District has the right to release a Substitute Teacher at any time, with or without cause

OTHER QUALIFICATIONS:

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility, and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Division.

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual

orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.