

A District Substitute is a temporary employee with the Kyrene School District employee who is responsible for selecting and accepting open jobs through the district Absence Management system when staff absences occur on instructional days during the school year in either a certified or support substitute position, at a Governing Board-designated rate of pay. Assignments are selected by the substitute for open/available positions. District substitutes may become health insurance benefits eligible if they meet the minimum hours worked requirements under the Affordable Care Act in the applicable look back period. These positions are Authorized Compensatory Absence eligible with accrual based on hours worked. Eligibility for the ASRS retirement program and the ASRS LTD plan is based on meeting eligibility requirements during applicable look back period.

Chain of Command

The District Substitute works under supervision of school site administration and reports to the Director in Talent Management.

Competencies of the District Substitute

- Strong written and verbal communications skills
- Strong organizational and time management skills
- Computer skills including Outlook and Microsoft Office
- Flexible team player who is time and task oriented
- Patient and student-centered

Essential Duties of the Permanent Substitute

- Upon acceptance of a job, report to the designated work site as indicated in the Absence Management system. Assignments may be for daily positions or multiple day positions.
- Deliver instruction to students as indicated in substitute lesson plans.
- Responsible for coordinating classroom and related activities and overseeing student behavior and well-being.
- Maintain a safe and orderly positive classroom environment.
- Perform other duties as assigned by site leadership.

Work Hours

- A certified substitute's work day is 7.5 hours on Mondays, Tuesdays, Thursdays and/or Fridays. Wednesdays are a 5.5-hour work day.
- Support staff substitutes work hourly in accordance with the specific position hourly schedule.

Requirements:

- Valid AZ Department of Education [ADE] substitute or teaching certificate required for certified positions
- Valid Department of Public Safety [DPS] fingerprint clearance card

Date Revised

06.22.26