

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: SUBSTITUTE TEACHER

DEFINITION:

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

BASIC FUNCTION:

Under the direction of the Superintendent and/or designee, to function on call as needed as a substitute, on short term or long term day-to-day assignments at the Middle School, High School, Continuation High School and Adult Education levels.

REPRESENTATIVE DUTIES:

ESSENTIAL JOB FUNCTIONS:

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

OTHER DUTIES:

- Assist regular certificated personnel as needed
- Act as a roving substitute to cover classrooms as assigned or directed
- May be asked to cover 2-hour, half-day or full day assignments, as needed
- May be required to perform period supervision, or cover vacant assignments as needed during the instruction day

KNOWLEDGE AND ABILITIES:

- Read, write and speak English fluently
- Plan, prepare, follow and present lessons effectively
- Maintain a climate conducive to student learning

- Maintain classroom discipline and apply classroom management strategies
- Develop and maintain open channels of communication between students and staff
- Keep records that meet the needs of the student and teachers
- Adhere to school and District policies and guidelines

Procedures, which promote appropriate student conduct and motivation for student learning.

Career and technical education principles, practices, techniques and procedures of assigned subject areas.

Development and implementation of lesson plans.

Applicable laws, codes, regulations, policies and procedures.

Principles of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary

Safe practices and appropriate student conduct.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

ABILITY TO:

Provide career and technical education instruction to students in a variety of assigned subject areas to facilitate entry-level employment skills, enhance existing skills or in preparation for advanced training.

Prepare instructional materials and develop lesson plans.

Maintain current knowledge of career and technical education practices and procedures, job-entry requirements and local employment outlook of assigned subject areas.

Develop, implement and modify curriculum in assigned subject areas.

Monitor, observe and assess student behavior and progress according to approved policies and procedures.

Evaluate student abilities and modify lesson plans according to skill level.

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe health and safety regulations.

Maintain records and prepare reports.

Operate a computer and assigned software.

Plan and organize work.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

This position requires a Designated Subjects Vocational or Career Technical Education Credential in the appropriate career and technical education area. Credential Criteria includes

- a) Graduation from high school or its equivalent;
- b) Three years of full-time, paid work experience in assigned career and technical education area (one year must be in the last five or two years within the last ten) or a Designated Subjects Credential.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of a basic academic skills examination.

Some positions in this classification may require additional certifications specific to assigned subject areas.

Some positions in this classification may require a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

ROP classroom, laboratory environment, or on-line.

Some positions may require the driving of a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate equipment applicable to assigned subject area.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information with pupils and staff, including but not limited to instruction, classroom discipline, and safety announcements.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.
Lifting and carrying moderately heavy objects as assigned by the position.