

## **SUBSTITUTE TEACHER**

### **PRIMARY FUNCTION:**

Under the immediate supervision of the Assistant Superintendent, Human Resources, with input from the site principals, shall perform the instructional and supervisory duties of the classroom teacher, in the absence of that individual.

#### Professional Responsibilities

1. Maintain personal standards of grooming compatible with school, District and community expectations.
2. Maintain standard of promptness in carrying out assignments.
3. Meet obligations as specified by the Education Code and Board Policy.
4. Share responsibility for effective operation of the classroom and school program.

### **ESSENTIAL FUNCTIONS:**

#### Instructional

1. Communicate with parents as needed to respond to questions or concerns.
2. Communicate with school staff regarding lessons and student behavior; leave a note for regular teacher.
3. Implement lesson plans as outlined by regular classroom teacher.
4. Maintain a safe environment for students, following school and classroom guidelines as provided; serve duties in the absence of the regular teacher.
5. Provide instructional services on an individual, small group and whole class basis in order to fulfill the objectives of the lesson plans, and as needed to maintain discipline.

#### Other Duties and Responsibilities

1. Cooperate with District office in distributing and collecting paperwork e.g., referral forms and surveys, to facilitate communication and adhere to laws and policies.
2. Perform other duties and responsibilities as required by immediate supervisor.

### **QUALIFICATION STANDARDS:**

Successful completion of a screening interview.

### **EXPERIENCE:**

No prior teaching experience required; prior work experience with children preferred.

### **EDUCATION/CREDENTIALS:**

Credential(s) to meet the requirements as established by state and local governing boards.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment.
- Driving between sites.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Following training, restrain students who are physically aggressive.
- Hearing and speaking to exchange information and make presentations.
- Hearing to respond to discrete differences in sounds.
- Lifting books, materials and equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.