

## **SUBSTITUTE-CERTIFIED TEACHER**

### **Purpose Statement**

The job of Substitute-Certified Teacher was established for the purpose/s of enabling each student to continue his or her education as consistently and seamlessly as possible in the absence of the regular teacher by supporting the instructional process with specific responsibility for supervising students within the classroom and other assigned areas; implementing lesson plans and delivering group and individual student instruction within established curriculum and building guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding--as directed by building administrator--to inquiries from students' parents or guardians regarding instructional programs and student progress.

This job is distinguished from similar jobs by the following characteristics: this is a temporary, non-benefited position. Substitute must be available to work 4 to 8 hours per day, as needed, during the regular school year. Regular certified teaching positions that could potentially be substituted for under this job description include: Classroom Teacher and Tutor.

This job reports to Program Facilitator

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### **Essential Functions**

- Attends required activities (e.g. trainings, meetings, professional development, etc.) for the purpose of maintaining and improving professional competence as a Substitute Teacher in compliance with program guidelines and objectives.
- Communicates with building Administrator and Manager-Substitute Services, etc. (e.g. school substitute-related issues, etc.) for the purpose of respecting and maintaining confidentiality of students, staff, and/or parents/guardians in compliance with district and federal guidelines.
- Confers with building staff (e.g. grade-level teacher, department group leader, principal, and school office staff, etc.) for the purpose of receiving clear direction regarding lesson plans and expectations of assigned area.
- Implements plans and goals set forth by the regular classroom teacher (e.g. procedures, rules, classroom routines, building policy, and substitute instructions, etc.) for the purpose of providing consistency in classroom management and normal classroom routines, and maintaining a safe and positive learning environment.
- Maintains detailed documentation of classroom activity in absence of regular teacher (e.g. material/lesson plans covered, including explanation of any deviation from teacher's lesson plans; and student attendance and behavior problems, etc.) for the purpose of providing relevant information that allows for consistent follow-up when regular teacher returns to the classroom.
- Manages classroom structure and procedures (e.g. activities; behavioral expectations; positive classroom culture; etc.) for the purpose of establishing a positive, safe and orderly optimal learning environment to support students in achieving classroom and individual goals.
- Models positive behaviors (e.g. professional/ethical public image; relational skills, including appropriate verbal and written communications; manners; honors diversity and mutual respect, etc.) for the purpose of promoting appropriate social and interpersonal behavior in alignment with district goals.
- Provides a written account of each days substituting activities for the purpose of providing accurate and thorough records of substituting experience per Substitute Guidelines and district requirements.
- Reinforces a creative and positive classroom environment (e.g. appropriate based on grade level, etc.) for the purpose of ensuring a successful learning experience for all students.
- Remains on-site during assigned hours for the purpose of ensuring adequate supervision of assigned students and being available for assigned staff support duties (e.g. bus, recess, and lunchroom monitoring, etc.).
- Reports to building front office staff upon each assigned day's arrival and departure (e.g. receiving instructions, returning keys, instructional materials/equipment, etc.) for the purpose of following required check-in/check-out procedures for substitutes.

- Responds to emergency situations (e.g. building emergency protocol; fights, suspected child abuse and/or substance abuse, etc.) for the purpose of addressing immediate safety concerns and directing to appropriate personnel for resolution.
- Reviews and follows the plans and scheduled activities left by the regular teacher for the purpose of ensuring a successful and consistent learning environment for students.

## **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to school safety practices, applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: perimeters of being a substitute teacher; age appropriate activities; lesson plan implementation; classroom and behavior management practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships in multiple settings; adapting to changing work priorities in multiple settings; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Equivalency** One to three months related experience and/or training; or equivalent combination of education and experience.

### **Required Testing**

None Specified

### **Certificates & Licenses**

Valid State of Wyoming Teaching License or Substitute Teaching Permit

### **Continuing Educ. / Training**

Maintain current State of Wyoming Teaching License or Substitute Teaching Permit

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Exempt

07/01/2014

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_