

ANTHONY WAYNE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SUBSTITUTE TEACHER	File 307
Reports to:	Principal	
Job Objective:	Implements the absent teacher's prepared lesson plans. <i>Note:</i> During a prolonged staff absence as defined by board policy, a substitute may be required to perform all duties identified in the absent teacher's job description.	
Minimum Qualifications:	<ul style="list-style-type: none">· Complies with state department of education substitute teacher requirements. Valid license/certificate appropriate for the position is preferred.· Meets all mandated health screening requirements.· Maintains a record free of criminal violations that would prohibit public school employment.· Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.· Establishes professional relationships with co-workers and function as part of a cohesive team.· Takes the initiative to keep work skills updated.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Complies with absent teacher's schedule and/or hours established by the district. Notifies the office when entering and leaving the building. Follows established teachers' working hours.· Teaches assigned classes. Follows the absent teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to address and resolve questions/concerns tactfully.· Refers district policy interpretation questions to administrators.· Reviews building procedures (e.g., weather, emergency, lockdown, etc.). Complies with building work schedules/hours. Works cooperatively with other teachers.· Communicates expectations, provides guidance and shows an active interest in student progress.· Maintains a positive learning environment.· Consults with support personnel to address student concerns (e.g., academic difficulties, behavior problems, mental/physical health, family/peer relations, etc.).· Prepares a written summary of work completed. Makes the absent teacher aware of special situations or problems encountered.· Promotes the proper use and care of district property. Works with staff/students to address equipment safety/security.· Prepares/maintains accurate records. Submits required paperwork on time.· Maintains the confidentiality of privileged information.· Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.· Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.· Reports suspected child abuse and/or neglect to civil authorities as required by law.· Supervises assigned non-classroom activities.· Strives to develop rapport and serve as a positive role model for others.· Helps students understand and embrace ethical conduct and democratic values.· Maintains a professional appearance. Wears work attire appropriate for the position.· Performs other specific job-related duties as directed.	
Abilities Required:	<p>The following personal characteristics and skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none">· Anticipates time constraints. Manages tasks efficiently to meet deadlines.· Averts problem situations and intervenes to resolve conflicts.· Demonstrates professionalism and contributes to a positive work/learning environment.· Uses active listening, observation, reading, verbal, nonverbal and writing skills effectively.· Exhibits consistency, resourcefulness and resilience.· Interprets information accurately and initiates effective responses.	

- Maintains an acceptable attendance record and is punctual.
- Respects diversity. Manages individual and group interactions skillfully.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Anthony Wayne Local School District Board Of Education.

The Anthony Wayne Local School District Board Of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.