ANTHONY WAYNE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SUBSTITUTE TEACHER/TUTOR (TEMPORARY CONTRACT POSITION)** **File 308**

Reports to: Principal

Job Objective: Plans, implements, and assesses academic intervention services to help students meet state academic content and performance standards. Facilitates parental involvement.

NOTE: Temporary assignments are non-binding beyond the terms of the contract. Positions are based on organizational needs and availability of funding sources.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.*
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with staff to identify an effective assistance strategy for identified students (e.g., resource room, team teaching, after-school tutoring, etc.).
- Prepares the classroom or designated area for instruction. Schedules individual/small group sessions. Teaches assigned students.
- Administers diagnostic tests. Interprets results. Reviews intervention strategies with classroom teachers. Serves as a building/district resource for remedial learning activities.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation questions to administrators.
- Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals. Develops lesson plans that align with state standards.
- Evaluates the academic needs of students. Develops effective student educational experiences that engage and stimulate student learning. Varies instructional techniques to address diverse student learning styles. Reinforces concepts introduced in inclusive educational settings.
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.
- Uses formal and informal assessment strategies to manage student learning and monitor progress.
- Helps students identify and make use of supplemental instructional/media resources.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Supports community participation in school-sponsored activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Evaluates student achievement/performance. Prepares progress reports.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Consults with support personnel and families to address student concerns (e.g., academic difficulties, behavior problems, mental/physical health, family/peer relations, etc.).
- Assists with the multi-factored evaluation (MFE) process. Meets mandated paperwork time lines.
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.
- Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities.
- Promotes the proper care and use of school property. Ensures that all materials are stored properly. 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.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- 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.
- Provides prompt notification of delays or absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- 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.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- 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, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions 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.