

Auburn School District

Job Title: Substitute Teacher (For Student Teachers Assigned to Our School)

Reports To: Building Administrator

Unit Classification: N/A

Job Summary: Provide temporary classroom instruction for regular and special education students in the absence of a permanent teacher. This position is open exclusively to **student teachers** currently assigned to the Auburn School District. The substitute teacher will follow the lesson plans provided, manage the classroom, and foster a safe and productive learning environment while collaborating effectively with the school's educational staff

Duties and responsibilities:

- Follow and implement lesson plans provided by the absent teacher, ensuring consistency and continuity in student learning.
- Manage classroom behavior and maintain a safe, respectful, and orderly learning environment.
- Provide direct instruction to students, adapting materials and methods as needed to meet the diverse learning needs of students.
- Monitor and support student participation, engagement, and behavior throughout the school day.
- Use positive reinforcement strategies to manage classroom dynamics and promote an inclusive learning environment.
- Ensure the physical, emotional, and intellectual well-being of students while under your supervision.
- Communicate with students, staff, and administrators about student progress or concerns, as necessary.
- Assist students with assignments, projects, or activities as outlined in the lesson plans.
- Perform other duties, including supervising students during breaks, lunch, and transitions, as needed.

Training and knowledge desired:

- Strong interest in and enthusiasm for working with students of diverse backgrounds and academic needs.
- Ability to follow instructions and implement lesson plans effectively.
- Strong communication and interpersonal skills for interacting with students, staff, and families.
- Ability to manage classroom behaviors and foster a supportive and inclusive learning environment.
- Flexibility and adaptability in a dynamic school setting.
- Knowledge of or ability to quickly learn about the school's policies, procedures, and curriculum.

Employment Qualifications:

- Current student teacher assigned to Auburn School District for student teaching.
- Approval from your university or student teaching program is required before beginning the substitute teaching role.
- Ability to effectively implement instructional strategies in accordance with school goals.
- Strong classroom management skills.
Basic understanding of student needs and ability to support diverse learning styles.
- Ability to work collaboratively with other educators, staff, and administrators.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of own cultural identity as well as accepting and respecting the cultural identity of others
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence"

Working Conditions:

Physical Requirements: The position requires frequent movement within the classroom, including standing, walking, and engaging with students. Occasional physical exertion may be required to assist students with mobility or participation in physical activities.

Work Environment: Work is primarily performed indoors in a classroom setting. The substitute teacher may also be responsible for supervising students during outdoor activities, recess, or lunch periods. The noise level can range from moderate to loud, typical of an active school environment.

The information contained in this job description is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.