



ZIONSVILLE COMMUNITY SCHOOLS

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Position Number:	Job Type: Classified/ Part-time/ Regular	
Position Title: Permanent Guest Teacher - Elementary	FLSA Status: Hourly / Non-exempt	
School/Department: Substitute	FTE: .73	No. of Pays: 21
Reports To: Human Resources		

POSITION SUMMARY: This position will provide instruction and classroom management while promoting student learning in the absence of the regular classroom teacher. Specific duties will include following detailed lesson plans and specific behavior plans provided by classroom teacher. Must be willing to work at all elementary schools, grade levels K-4.

ASSIGNMENT: Permanent guest teachers are assigned at the discretion of the Subcoordinator. The permanent guest teacher will work a maximum of 29 hours a week during the school year. (This will typically look like four days a week with the exception of weeks with holidays/breaks). The permanent guest teacher will be notified of the specific assignment by phone each morning. If no assignment is available the permanent guest teacher will be expected to provide guest teacher coverage at the middle or high school or supplemental, classroom assistance at the elementary level.

TYPICAL PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit and stand, use hands to handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TYPICAL WORKING CONDITIONS: While performing the duties of this job, the employee regularly works in a typical classroom environment. The noise level in the work environment is usually moderate. There are no environmental hazards indicated for this position. Minimal travel between buildings may be required.

EXAMPLES OF DUTIES: (This list may not include all of the duties assigned.)

Essential Functions:

1. Provide meaningful, classroom instruction as outlined in lesson plan provided by classroom teacher by actively engaging in the learning process
2. Implement classroom teacher's behavior management plan to maintain classroom control that fosters safe and positive learning environment for all students in accordance with school policies
3. Communicate detailed information to classroom teacher regarding all aspects of the day
4. Take on all responsibilities of assigned classroom teacher which may include monitoring students in various school environments (lunchroom, playground, restrooms, classroom, assemblies)
5. Provide assistance to classroom teachers and/or secretaries during prep period which may involve covering other classroom assignments
6. Maintain confidentiality regarding students and student behavior
7. Arrive on time for assignments and report to the front office for directions.

General Functions:

1. Communicate effectively and professionally with a variety of individuals within ZCS including students, teachers, and staff.

2. Maintain strict confidentiality of specified information.
3. Understand and carry out oral and written instructions under minimal supervision.
4. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
5. Follow behavior plans and promptly address challenging or physically aggressive behavior.
6. Comply with and support school and district regulations and policies.
7. Model non-discriminatory practices in all activities.
8. Perform other related duties as assigned by building administrator(s) in accordance with school policies and practices.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills & Abilities: Must have ability to relate well and communicate effectively with a variety of individuals including students and staff. Must be able to perform functions of the job without supervision and maintain a professional demeanor at all times. Must be flexible and demonstrate a willingness to be a team player.

Education: Minimum 60 completed college credit hours, Bachelors degree preferred

Experience: 1-2 years experience working with children. Elementary classroom experience preferred

Certificate/License: Indiana Substitute Teaching Permit required. Valid Indiana Teaching License preferred