

**EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY
JOB DESCRIPTION**

JOB TITLE: Building Substitute Teacher

QUALIFICATIONS: Credentials which meet requirements for substitute/teacher certification as established by the Ohio Department of Education and Workforce
Documentation of a clear criminal record
(Superintendent approval required for any variations from above listing)

REPORTS TO: Principal or Designee

CONTRACT: As needed, Nine (9) Month

JOB DESCRIPTION:

1. Provide instruction to students in accordance with state academic standards.
2. Develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom to insure an environment conducive to learning.
3. Assess the accomplishments of children on a regular basis and provide progress reports as required.
4. Demonstrates professional growth through proper maintenance of certificates.
5. Ensures the safety of students in accordance with district policy.
6. Maintain records of student performance and report student progress.
7. Diagnose the learning needs of students on a regular basis and gear intervention to address their identified needs.
8. Use instructional technology and materials consistent with the needs and capabilities of the students.
9. Directs and evaluates learning experiences consistent with district policy and procedures and provides assistance to students as needed in support of the goals and educational mission of the district.
10. Maintain confidentiality of student records.
11. Additional duties and responsibilities as assigned by the principal or designee.

PROFESSIONAL RESPONSIBILITIES REQUIRED:

- Demonstrates professionalism including attendance and punctuality and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Manages individual, group, and organizational interactions while averting problem situations and intervening appropriately to resolve conflicts.
- Effectively communicates using verbal, nonverbal, writing and listening skills.
- Exercises self-control and perseverance when dealing with students, staff and public.
- Accurately completes paperwork and inputs data according to established deadlines.

WORKING CONDITIONS/PHYSICAL DEMANDS

The characteristics listed below are representative of the work environment typically encountered by an individual while performing the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

1. Expected movements consistent with a school environment and occasionally lifting up to 30 pounds.

2. While performing the duties of this job, the employee is regularly required to stand, walk, and sit; must have fully functioning arms and hands and are required to talk and/or hear.
3. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.
4. While performing the duties of this job, the employee is exposed to a normal school environment.
5. Local travel may be required for training/meetings/events.

NOTE: The above-stated duties are intended to outline those functions typically performed by individuals assigned to this classification. This description of duties is not intended to be all-inclusive or to limit the discretionary authority of management to assign other tasks of a similar nature or level of responsibility.
Revised 6/24 created 10/28/21