



HUMAN RESOURCES

DATE: September 30, 2025

JOB TITLE: Substitute Teacher

DEPARTMENT: Academics

REPORTS TO: Benefits Specialist & Substitute Coordinator

TERM: 10-Month

STATUS: Part-Time, As Needed

FLSA CLASSIFICATION: Non-Exempt

Position Summary:

Under general supervision, the Substitute Teacher provides classroom instruction and supervision during the temporary absence of a regular teacher. The Substitute Teacher is responsible for maintaining a safe, structured, and positive learning environment while implementing lesson plans provided by the classroom teacher. The role requires engaging students in meaningful learning activities, and supporting their academic progress. Substitutes will also prepare reports and feedback for the regular teacher regarding student participation and performance.

Essential Functions:

- Report to the school office upon arrival to check in and receive District manual and other instructions.
- Implement lesson plans as directed, ensuring instructional time is used effectively and students remain motivated and engaged.
- Organize and manage students to promote a positive classroom environment.
- Maintain classroom discipline and control in accordance with school policies to foster a safe and respectful learning environment.
- Supervise students outside the classroom, including hallways and common areas.
- Report all student injuries, illnesses, accidents, or disciplinary incidents promptly to the appropriate authority.
- Ensure students are properly dismissed before leaving the classroom or building.
- Collect and return student work, instructional materials, equipment, and keys to the designated location.
- Safeguard the confidentiality of student and staff information at all times.
- Take reasonable precautions to protect students, as well as school property.
- Take student attendance.
- Provide adequate supervision to ensure student safety and compliance with school expectations.
- Reliable attendance is an essential function of this position. Employees are expected to report to work on time, maintain consistent attendance, and adhere to their assigned schedule. This ensures efficient operations and providing quality service.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies:

- Instructional Delivery – Ability to effectively implement lesson plans and instructional strategies provided by the regular teacher to support student learning.
- Classroom Management – Maintains order and discipline while creating a safe, structured, and positive learning environment.
- Adaptability & Flexibility – Adjusts quickly to different classroom settings, student needs, and unexpected situations.
- Communication Skills – Clearly communicates with students, staff, and administrators; provides accurate feedback and maintains appropriate professional interactions.
- Student Engagement – Uses strategies that encourage participation, motivation, and active learning.
- Professionalism & Ethics – Demonstrates integrity, confidentiality, punctuality, and adherence to school and district policies.
- Cultural Awareness & Inclusivity – Respects and values diverse backgrounds, experiences, and learning styles.
- Problem-Solving & Decision-Making – Responds effectively to classroom challenges, student behavior issues, and instructional needs.
- Dependability & Reliability – Arrives on time, follows instructions, and fulfills responsibilities consistently.
- Collaboration – Works cooperatively with administrators, staff, and parents to support student success.
- Knowledge of Google Suite, Microsoft Office, Canvas and other school systems.

Education and Experience:

- Valid Arizona Teaching Certificate 6-12 or a valid Arizona substitute certificate PreK-12 or a valid CTE teaching certificate for the field of study to teach.
- Prior experience working with high school students preferred.

Licensing /Certification and Other Requirements:

- Valid Arizona Department of Public Safety Identity Prints (IVP) fingerprint card. Applicable Arizona Statutes pursuant to Title 15 (Education) and Title 13 (Criminal) and Title 38 (Public Officers and Employees) prevail.
- Proof of immunization against or immunity to mumps, measles and rubella if born after January 1, 1957.
- Three references.

Physical Requirements and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Duties are performed primarily in school settings such as classrooms, laboratories, auditoriums, computer labs, and student common areas.
- The work environment may involve exposure to hazardous equipment or chemicals related to instructional areas, as well as exposure to bloodborne pathogens.
- Substitutes may accompany students on campus or on field trips.

- Work may involve frequent interruptions, varying noise levels, and the need to maintain focus in active classroom or lab settings.
- Conditions may occasionally include exposure to heat, dust, odors, noise, limited ventilation, or confined spaces.
- Regular activities require reaching, grasping, finger dexterity, talking, hearing, seeing, and repetitive motions.
- Frequent walking, standing, stooping, and other physical movements are required.
- May occasionally be required to move students using wheelchairs or other mechanical devices.
- Daily personal and close contact with students is required to provide classroom management and instructional support.
- Must be able to lift and/or move up to 10 pounds regularly and up to 25 pounds frequently.
- Clear vocal communication is required to express or exchange ideas effectively in classroom settings.
- Visual acuity is required to prepare and analyze written or computer data, verify accuracy of work, and monitor the classroom environment.
- Proficiency in the use of computers, instructional technology, and standard office or medical equipment may be required.
- Frequent communication with students, staff, administrators, and the public.

Americans with Disabilities Act (ADA) Statement:

EVIT is committed to providing equal employment opportunities to qualified individuals with disabilities and will make reasonable accommodations during the hiring process and throughout employment as required by the ADA. If you need assistance or accommodation due to a disability, please contact Human Resources at 480-461-4111 or humanresources@evit.edu.

Equal Employment Opportunity Statement:

The East Valley Institute of Technology is an equal opportunity employer. We do not discriminate against any individual on the basis of actual or perceived race, color, national origin, sex, disability, age, gender, marital status, religion, veteran or military status, sexual orientation, gender expression or identity, or socioeconomic status. In accordance with Arizona law and Governing Board Policy, The East Valley Institute of Technology is a smoke-free, tobacco-free work environment.

Acknowledgement:

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Employee Name	Signature	Date
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Print EVIT Representative Name	Signature	Date
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