

# GALENA CITY SCHOOL DISTRICT

**Position:** Substitute Teacher and/or Instructional Assistant

**Location:** Galena – ENECC/SHS/GILA

**Reports to:** Principal

**Classification:** N/A - non benefited position

**Work year:** School year term/As Needed

**Salary:** See GCSD Sub Pay Notice

## SUMMARY OR PURPOSE:

A substitute teacher is responsible for managing classroom activities and providing instruction in the absence of the regular teacher, ensuring a positive learning environment for students.

## QUALIFICATION REQUIREMENTS:

- Bachelor's degree in education or a related field is often preferred, though some positions may require only a high school diploma or equivalent.
- Previous experience working with children or in an educational setting is beneficial but not always required.
- Possible substitute positions may range from working with infants and toddlers to working with elementary, middle school or high school students.
- Strong communication, organizational, and interpersonal skills are essential. The ability to adapt quickly to new classroom environments is also important.
- Cultural awareness, sensitivity, and knowledge of the cultures reflected required.

## PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. **Classroom Management:** Maintain a well-disciplined and orderly classroom environment, ensuring student safety and engagement.
2. **Instructional Duties:** Implement the regular teacher's lesson plans, assign classwork and homework, and evaluate student progress.
3. **Student Support:** Work with individual students or small groups to reinforce learning and assist with instructional materials as needed.
4. **Reporting:** Provide feedback to the regular teacher regarding student performance and classroom activities at the end of each day.
5. **Collaboration:** Coordinate with other staff members to maximize learning opportunities and participate in staff development activities as required.
6. Other duties as assigned.

## SHS/GILA Substitute Teacher Pay Rate

Effective immediately, the following pay scale will be utilized in conjunction with substitute teachers as SHS/GILA:

- Building Substitutes (Hired through job posting)
  - o \$275/day with teacher certification
- Daily Substitutes
  - o \$250/day with teacher certification
  - o \$225/day with four-year college degree or above
  - o \$200/day with a two-year degree
  - o \$175/day with less than two years of college

## PHYSICAL REQUIREMENTS:

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee

is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability focus.

### **ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes. The noise level in the work environment is usually low to moderate.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_