



Genesee Intermediate School District



VACANCY NOTICE

Substitute Teacher (Retired Teacher)

ABOUT US

At the Genesee Intermediate School District, we are collaborators, leaders, educators, and support staff delivering instructional programs and services in general education, special education, and career technical education to 61,000 students, their families, and nearly 8,500 educators. GISD values its staff and cultivates positivity in the workplace as we all work together to carry out our mission of leadership, service, and innovation – partnering for success!

SALARY AND BENEFITS

Competitive Wages. Non-Union, At-Will Employee.

WORK LOCATION AND SCHEDULE

Genesee Intermediate School District Special Education, Early College, Genesee Career Institute Programs: Please visit the following link to learn more about our programs and services: <https://www.geneseeisd.org/schools>

Schedule averages 7.0/7.5 hours per day; 185-213 days per year (balanced/academic calendar), varies per program.

ROLE AND ESSENTIAL DUTIES

The Substitute Teacher (Retired Teacher) supports the vision and mission of the Genesee Intermediate School District by providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher.

QUALIFICATIONS AND EXPERIENCE

Required: Bachelors degree or higher. Valid teaching certificate or substitute teaching permit required. Retired teacher from Michigan school system.

DEADLINE

External applications accepted until position is filled.

FIND ADDITIONAL INFORMATION ABOUT QUALIFICATIONS, EXPERIENCE, AND ESSENTIAL DUTIES AND APPLY ONLINE AT: [HTTP://BIT.LY/GISDJOB](http://bit.ly/GISDJOB)



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Substitute Teacher (Retired Teacher)

Job Summary:

The substitute teacher supports the vision and mission of the Genesee Intermediate School District by providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher.

Essential Duties (May include, but not limited to):

1. Provides the instructional program for students in the assigned area of responsibility.
2. Assumes all duties and responsibilities of the absent teacher.
3. Consults with the principal and/or staff to resolve questions and/or concerns.
4. Complies with all building procedures and schedules. Maintains high standards and upholds the student code of conduct. Reports any concerns to the administrator.
5. Develops and maintains a positive learning environment.
6. Implements developmentally appropriate curriculum and strategies for students assigned to the classroom.
7. Participates in the implementation of health care procedures in accordance with administrative operating procedures.
8. Implements behavior intervention plans in accordance with district policy, administrative operating procedures and state/federal rules and regulations.
9. Works cooperatively and communicates with district and constituent district staff, students, and parents/guardians.
10. Participates in physical education activities as required for students in the assigned area of responsibility.
11. Maintains accurate attendance records and appropriate reports.
12. Implements daily lesson plans consistent with each student's IEP and lesson plans developed by the classroom teacher.
13. Responsible for participating in lunch, play, gym and other activities as required to meet annual goals and short-term objectives for each assigned student.
14. When requested by the program administrator, participates in staff meetings, inservice activities, staff development/special programs, school improvement teams and planning committees.
15. Consistently models Win-Win Leadership.

(Continued on the next page)

Substitute Teacher (Retired Teacher)

Page 2

Other Duties:

1. When appropriate, prepares instructional materials and other materials as required in the assigned area of responsibility.
2. When requested by the program administrator, communicates and provides information to the building principal related to events or situations during the substitute assignment.
3. Drives to and from community-based instructional sites.
4. Performs other related duties as assigned.

Qualifications:

Education:

Bachelors degree or higher. Valid teaching certificate or substitute teaching permit required.

Experience:

Retired teacher from Michigan school system

Skills/Other:

Ability to explain and demonstrate appropriate teaching techniques. Demonstrates initiative and understanding in working with students, staff and parents/guardians. Ability to work creatively and skillfully with students. Demonstrated physical stamina necessary for: lifting and moving students up to 26 years of age; repetitive stooping, squatting, bending, lifting, walking, kneeling and reaching while maintaining personal balance and stability; implementing behavior intervention plans; and performing the essential job duties. Punctuality and good attendance are requirements for the position. Exhibit emotional stability, exercise good judgment and make decisions in accordance with board policies and established procedures with minimum supervision.

Special Job Considerations:

Certification: Not Required

Type of Certification: None

Bargaining Unit: None

Salary Schedule: Competitive Wages

Immediate Supervisor: Building Principal

Supervision: None

Date: September 30, 2021

Approved:

TLH: lb

Job Description 850