

Flexible Site Substitute

Purpose Statement

The job of Substitute Teacher (K-12) is done for the purpose/s of assuming the normal duties of the classroom teacher.

Essential Functions

- Reports to the building principal, school administrative assistant, or substitute coordinator upon arrival at the school
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned
- Teaches lesson plan as outlined by absent teacher
- Performs all extra duties for the absent teacher as required by the building principal
- Meets and instructs assigned classes in the locations and at the times designated
- Plans a program of study that, as much as possible, meets the individual needs, interest, and abilities of the students
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation, pertaining to students
- Remains at school during the entire school day
- Adheres to professional code of conduct
- Maintains regular attendance and punctuality
- Demonstrates knowledge and incorporates technology in daily tasks, as required
- Maintains a professional appearance as an example for students
- Flexible site subs report to the school administrative assistant or substitute coordinator at their assigned home-based campus every morning.
- Will cover any teacher's assignment, grade level, subject or any other miscellaneous duties the campus may require.
- Reports to any campus, grade level, subject, or performs miscellaneous duties as needed and directed by OTM.
- During the prep time of the teacher (whose absence they are covering), sub fills in for other teachers or performs other duties as assigned.
- Adheres to the set classroom rules for each unique classroom that they work in.
- Assists the administration in implementing all policies and rules governing the development of proper student behavior.
- Promotes and follows the adopted school district philosophy, policies, regulations, and administrative procedures.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Minimum Qualifications

Mental Requirements

Learning Development- Level E Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelor's degree in a specialized field; advanced mathematics, very advanced language development, proficient understanding of practical systems.

Problem Solving - Level 2 Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical, yet are relatively straightforward, obvious and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level B Job requires patience in communication and well-developed verbal skills to exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships and gaining cooperation are important.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 1 Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 3 Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality.

Experience, Education, and Certifications

Experience: Elementary and secondary teaching experience desired, but not required.

Education: Bachelor's degree from an accredited educational institution.

Certifications/Clearances: Valid Arizona Substitute Certificate or Standard Professional Teacher Certificate. Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Exempt

Pay Schedule: Substitute

Work Calendar: Teacher