



GREATER Johnstown SCHOOL DISTRICT

Position Description

Title - Substitute Teacher/Long Term Substitute Teacher/Floating Substitute

Requirements: Bachelor's Degree

Reports to: Assistant Principal/Principal

Job Summary

To excel in this role, you will need to have in-depth knowledge of effective teaching practices that ensure learning is a comfortable and meaningful experience. Excellent interpersonal and organizational skills with a strong command of the English language is a must. Substitute teachers provide backup teaching services when full-time teachers are unable to work. Substitute teachers execute lesson plans left by the absent teacher or are required to create classroom lessons on their own. Substitute teachers create and maintain a respectful and fair classroom culture that fosters safe and productive learning. Substitute Teachers monitor, observe, and report student behavior according to school policies and procedures. Long Term Substitute Teachers are in a sense as if the regular teacher never left the classroom.

Direct Report

Work is performed under the direction of the Assistant Principal/Principal

Essential Functions/Responsibilities

- Report to the main office for assignment(s), keys, schedule, lesson plans, etc.
- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Follow procedures and achieve lesson goals.
- Assign and explain homework assignments.
- Oversee students outside of the classroom including in the hallways and cafeteria.
- Comply with all school regulations and policies at all times.
- Take attendance and document daily notes.
- Ensure classroom and work is kept clean, organized and orderly.
- Oversee the normal classroom rhythms and activities.
- Compile a report for the teacher for when he/she returns.
- Follow regular teacher's lesson plans in a way that ensures consistency and optimal learning, and that encourages students to participate.
- Modify teaching styles to fit the learning styles of various students.
- Maintain a well-managed classroom and positive learning environment.
- Strong command of English language.
- Above-average competency in at least two subject areas (such as math and social studies); overall average competency in most or all subjects.
- Ability to remember many names.

- Flexible, friendly, and good at establishing quick rapport with students.
- Communicate in a friendly and positive manner towards parents, students, and administrators.
- Keep accurate records on attendance, accidents, and incidents.
- Protect students, equipment, materials, and facilities.
- Ensure the safety of students at all times.
- Meets and instructs assigned classes in the locations and times designated.
- Maintains a professional appearance as an example to students.
- Maintains reasonable rules of conduct which encourage self-discipline and responsibility.
- Remains at school the entire school day, unless otherwise instructed to leave the building by principal.
- Instruct and monitor students in the use of learning materials and equipment. Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures. Manages student behavior for the purpose of providing a safe and optimal learning environment. Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Maintain discipline in accordance with the rules and disciplinary systems of the school. Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities. Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities. Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments. Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Administer and develop subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.

- Advise parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assess student progress towards learning targets, objectives, expectations and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborate with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsel students for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues.
- Instruct students for the purpose of improving their success in academics through a defined course of study.
- Participate in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Prepare a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Respond to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Support other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
- Completes other duties as assigned.

Essential Competencies

- Demonstrates initiative in problem solving and completion of tasks.
- Schedules self effectively.
- Maintains self-control and decorum in the full range of professional activities.
- Demonstrates an ability to accomplish tasks under pressure.
- Shows respect for others through use of courtesy and tact.
- Models and promotes high standards of professional ethics, honesty and integrity.
- Prioritizes and follows through on tasks.
- Provides an open climate for communication.
- Expresses ideas orally in an effective manner.
- Communicates effectively in writing and speaking.
- Demonstrates efficient time management skills, including, but not limited to following established routines, task completion and following timelines.
- Communicates recommendations and/or suggestions clearly to all persons involved.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Must have the ability to report to work on a regular and punctual basis.

- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.

Minimum Qualifications

- B.A./B.S. degree in teaching from an accredited institution or related field teaching
- Meet professional teacher education requirements of school, district and state.
- Act 151 Clearance
- Act 34 Clearance
- FBI Clearance
- Experience working with children and students preferred.
- Ability to communicate comfortably and effectively (written and orally) with students, parents/guardians, administrators, and others.
- Ability to follow and enforce rules, policies, and procedures.
- Frequent walking, standing, stooping, and lifting of up to approximately 30 pounds may be required.
- Must be punctual and reliable.

Board Approved: 07/14/2020