KIRKWOOD SCHOOL DISTRICT

Substitute Teacher

DEPARTMENT:	Schools	**REPORTS TO:**	Principal, Assistant Principal
WORK SCHEDULE:	As needed	**COMPENSATION:**	Support Staff Salary Schedule
FULL/PART TIME:	Part time	**FLSA STATUS:**	See Asterisk Below**

Position Description

Teach primary, intermediate, or secondary grade levels in one or more subject areas in the absence of the regular classroom teacher. Create a safe and engaging classroom environment that fosters the academic and social development of students. Implement lessons to achieve intended learning targets and administer assessments and assignments to ensure each student makes adequate progress.

Task Title	Essential Job Functions	Percent of Time Spent
Classroom Management	• Establish and maintain a classroom environment which is conducive to learning. • Manage student behavior in an appropriate and constructive manner. • Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.	25%
Instruction	• Instruct students individually and in groups in alignment with the lesson plan provided by the classroom teacher. • Communicate clear learning objectives for lessons, units, and projects to students. • Understand and utilize a variety of methods and techniques to meet the needs of all students and facilitate achievement of the learning objectives. • Follow IEPs, 504s, BIPs, and other student needs/ accommodations. • Support the intellectual, social, and personal development of all students. • Prepare students for future success by encouraging them to persevere with challenging tasks. • Administer tests and assignments to evaluate students' progress. • Maintain strict confidentiality.	65%
Administrative Duties	• Perform administrative duties, such as paperwork, making copies, school library assistance, hall and cafeteria monitoring, recess monitoring, and bus loading and unloading.	5%
Communication & Relationship Building	• Develop positive interpersonal relationships with students and building staff. • Diffuse stressful situations with others.	5%

Task Title	Essential Job Functions	Percent of Time Spent
Professional Development	• Complete required trainings and professional development activities.	About 8 hrs per year (videos/handbook)

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact my individual work/job tasks

Qualifications

Required

- **Education & Licensure:** The following satisfy the requirements for education and licensure.
  - Missouri Content Substitute certificate and 36 semester hours of credit from a regionally accredited, academic degree-granting, college or university
  - Missouri Content Substitute certificate and 20 hours of DESE approved substitute teacher training
  - Missouri Career Technical Substitute certificate and one of the following:
    - A bachelor's degree in an area appropriate for the career/technical area sought and four thousand (4,000) hours of locally approved, related occupational experience; or
    - An associate's degree in an area appropriate for the career/technical area sought and five thousand (5,000) hours of locally approved, related experience; or
    - Six thousand (6,000) hours of locally approved, related occupational experience.

Preferred

- **Education & Licensure:** Missouri Teaching Certificate and a Bachelor's degree in Education or a related field.
- **Previous Work-Related Experience:** One or more years of previous teaching experience or experience working with children.
- **Certificates, Certifications, or Other Training:** CPR certification & First Aid training

Knowledge & Skills

Knowledge

- **Basic:**
  - Administrative: Administrative and office procedures, functions, and basic office tasks,
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

    - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy.
    - Positive behavior supports and classroom management techniques
- **Intermediate:**
    - Computers/IT: Electronic equipment, and computer hardware and software, including audio-visual aids and education applications.
    - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects. Knowledge of developmentally appropriate practice and the central concepts, structures, and tools of inquiry of the discipline(s).
    - Customer and personal service: Principles and processes for providing customer and personal services.
- **Advanced:**
    - N/A
- **Expert:**
    - N/A

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Speaking, Active learning, Active listening, Time management, Service orientation
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Reading comprehension, Writing, Critical thinking, Learning strategies, Monitoring, Coordination, Instructing, Negotiation, Mathematics, Science, Persuasion, Social perceptiveness,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Complex problem solving,
- **Rarely (Less than 1 hour or 12% of the day):** Judgment and decision making, Management of material resources, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Walking
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Hearing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Finger Dexterity, Reaching
- **Rarely (Less than 1 hour or 12% of the day):** Crouching/Kneeling, Sitting, Standing, Carrying/Lifting, Climbing, Repetitive motion, Color Vision

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

***Substitute teachers must be evaluated on an individual basis to determine whether they qualify for the teacher exemption under the applicable regulations, 29 C.F.R. § 541.303. These regulations exempt from minimum wage and overtime pay "any employee with a primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational establishment by which the employee is employed." Id. § 541.303(a). Having a primary duty of teaching generally involves "by its very nature, exercising discretion and judgment." Wage and Hour Division Fact Sheet #17D.*

Substitute teachers qualify for the professional exemption if their primary duty is teaching and imparting knowledge in an educational establishment. On the other hand, substitute teachers whose primary duties are not related to teaching—for example, performing general clerical or administrative tasks for the school unrelated to teaching their assigned students, or manual labor—do not qualify for the professional exemption.

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