

**CHARDON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **SUBSTITUTE TEACHER**

File 311

Reports to: Assigned administrator/supervisor

Job Objective: Implements the absent teacher's prepared lesson plans. *NOTE:* Scope and duration of duties may be modified to address variable staffing needs. Substitute teachers may be required to perform ancillary duties assigned to the absent employee.

**Minimum
Qualifications:**

- Complies with state department of education substitute teacher requirements.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.

**Essential
Functions:**

- 1. Arrives prepared to start working on time. Follows established sign in/out procedures. Complies with program and/or building work hours/schedules.**
 - Consults with the assigned supervisor to receive support and address concerns.
 - Takes responsibility for learning all emergency procedures (e.g., adverse weather, evacuation, lockdown, power failure, etc.).
 - Teaches assigned students and subject matters.
 - Follows written lesson plans and performs all of the absent teacher's assigned duties.
 - Collaborates with staff to implement student 504, IEP and healthcare plans.
 - Facilitates/supports the least restrictive environment for the placement of students with disabilities.
 - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
 - Proctors state and district testing activities. Upholds mandated security procedures.
 - Prepares a written summary of work completed as directed. Makes the absent teacher aware of special situations or problems encountered.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Encourages community involvement in school-sponsored activities.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Participates in the development of best practices and advancement of academic standards.
 - Respects privacy. Maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Prepares and maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to use task-appropriate technology effectively.
- 5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**
 - Implements effective pupil management procedures. Provides appropriate student supervision.
 - Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
 - Manages student behavior using positive behavioral support techniques.
- 6. Performs other specific job-related duties as directed.**
 - Helps implement workplace initiatives that advance organizational goals.

Performance Evaluation:	Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures.
Working Conditions:	The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.