



JOB TITLE:	<i>Teaching Professions Instructor - Long-Term Substitute</i>
ASSIGNMENT:	High School
REPORTS TO:	Secondary Director/Principal
CONTRACT:	Limited

Position Overview:

This is a *long-term substitute* teaching position for our Teaching Professions Program. The Teaching Professions Pathway is a two-year program for juniors and seniors that prepares students for careers in education through college-level coursework, hands-on experience, and leadership development. Participants build essential professional skills—such as teamwork, problem-solving, and communication—while completing authentic field projects and observations across diverse educational settings, including Pre-K, K-12, and special needs classrooms. By engaging with the FCCLA leadership organization and creating a comprehensive 24-essay professional portfolio, students can earn six high school credits and qualify for "Introduction to Education" college credit at any public university in Ohio.

Please note: Substitute pay is \$ for days 1-60 and thereafter the substitute will be placed at the minimum salary on the current teachers' salary schedule (e.g. Temp/0) and will be eligible for fringe benefits provided to regular teachers, including sick leave.

Key Responsibilities:

- Provide classroom instruction, including lectures, testing, classroom and lab supervision as assigned
- Develop a course syllabus and provide an approved copy to all invested parties
- Prepare and utilize approved lesson plans and examinations
- Prepare student progress reports and grade reports
- Maintain accurate and timely attendance and course related records
- Assist in the development and evaluation of curricula, philosophy, and objectives of the program
- Evaluate student competence, based on program philosophy and objectives
- Implement evaluation devices of student learning to measure progress and competency
- Upholds Board policies and follows administrative procedures and program policies
- Promotes a favorable image of Auburn Career Center
- Assists in the development of rules/procedures that promote the proper use and care of equipment
- Prepares assigned instructional areas. Requests the requisition of essential supplies.
- Implements effective student management procedures. Maintains high academic standards and upholds the student conduct code. Refers major disciplinary issues to the Secondary Director/Principal
- Varies instructional techniques to address individual learning styles
- Participates in staff meetings and professional growth opportunities.
- Maintain professional qualifications through participation in continuing education programs, in-service training, and academic courses
- Use technology in classroom instruction and embed technology into student learning
- Maintain student and instructor confidentiality

- Accepts responsibility for decisions and conduct
- Strives to develop rapport and serve as a positive role model for others
- Perform other duties as required by the Secondary Director

Qualifications:

To be eligible for this role, candidates must meet both industry-specific certification standards and state educational requirements for career-technical instructors.

- Bachelors degree
- Current K-12 Teaching License *OR* Current Substitute Teaching License issued by the Ohio State Board of Education or ability to obtain one; *OR* 1 Year Multi-age (P-12) Temporary Non-Bachelor’s Substitute License. #149000- Vocational BOE Comprehensive Teaching License preferred
- Strong classroom management and communication skills
- Must be able to communicate well and work collaboratively.
- Proficiency in operating office equipment and using modern office technology, including Google Workspace, Microsoft Office, internet browsers, and virtual meeting platforms.
- Ability to be punctual and maintain an acceptable attendance record
- Must pass a comprehensive criminal background check and maintain a clean driving record.

Drug-Free Workplace Requirement

- Employees shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his or her employment in the District in accordance with Board policy.

Abilities Required

The following characteristics and physical skills are essential for successfully performing assigned duties.

- Demonstrates strong interpersonal, communication, and relationship-building skills.
- Maintains confidentiality and professional ethics.
- Demonstrates strong organizational, time management, and documentation skills.
- Exhibits the ability to work independently and manage multiple priorities.
- Demonstrates conflict resolution and problem-solving skills.
- Maintains positive working relationships with students, staff, families, and community partners.
- Demonstrates adaptability and professionalism in a fast-paced school environment.

Working Conditions *(typical of the environment; accommodations may be available, if requested).*

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Balancing, bending, climbing, crouching, kneeling, reaching or standing.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential interaction with disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment
- Duties may require frequent or occasional use of the computer keyboard and monitor.

Employee

Date