



Position Title: Substitute Teacher

Education/Degree: Associate's degree required

Reports To: MVRCOG Director and Building Administrator of assigned district

Job Goal: A substitute teacher serves on an as-needed basis to provide services in the absence of a regular district employee. To perform this job successfully, an individual must be able to perform all responsibilities and essential functions as listed below satisfactorily. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students assigned.

Qualifications: The following qualifications are considered as guidelines:

- Associate's degree.
- Valid Ohio teaching license or substitute teaching license issued by the Ohio Department of Education (ODE).
- Documentation of a clear criminal record in compliance with state statute.
- Detail orientated and able to follow written and verbal instructions.
- Complies with workplace rules and Board policies of both the MVRCOG and MVRCOG member school districts.

PERFORMANCE RESPONSIBILITIES:

1. Maintains and respects confidentiality of student and school personnel information.
2. Ensures adequate supervision and classroom control to assure health, welfare and safety of all students.
3. Reports to school office at the beginning of assignment to pick up required materials/schedule of classes and again at the end of the assignment to return materials/classroom keys, etc.
4. Submits summary of activities accomplished, lesson plans completed, and not completed.
5. Takes attendance and documents daily notes for the teacher when they return.
6. Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately.
7. Performs all duties as assigned
8. Adheres to the curriculum and lesson plans assigned by the regular teacher or school employee, ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
9. Dismisses all students from the classroom before leaving the building.
10. Complies with all school regulations, procedures, and policies at all time.
11. Models nondiscriminatory practices in all activities.
12. May be requested to perform other related duties as assigned by building administrator(s) or his/her designee in accordance with the school/district policies and practices.

BOARD MEMBERS

Kathy Mock | Pete Pirone | Christine Sawicki | Richard Scarsella | John Vitto
Dr. Traci Hostetler, Executive Director | Sandy Furano, Director | Ryan Jones, Treasurer

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with MVRCOG and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of MVRCOG, school district, and other committees and teams.
7. Generates internal and external support for MVRCOG services.
8. Represents the MVRCOG with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors.
11. Maintains confidentiality in all job related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid state issued driver's license and/or government issued ID.
2. Reads, analyzes and interprets data and reports.
3. Writes reports, correspondence and other appropriate communiques.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements and expectations in order to perform to a standard of excellence in service.

WORKING CONDITIONS:

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

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to adverse weather conditions and temperature extremes.
11. Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
12. Potential for exposure to blood-borne pathogens and communicable diseases.
13. Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Mahoning Valley Regional Council of Governments (MVRCOG).

The MVRCOG is an Equal Opportunity Employer. The MVRCOG does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____/____/____